

Project Management Discovery

Course Code: 1101

Course Duration: 1 day

Suddenly you are in charge of a project and don't know where to start. You have heard the theory, but how do you get started? Maybe you've been assigned to a project and don't understand what the project manager expects you to do. Or why. Maybe you've worked on projects for years but know there has to be a better way. This class is for you. You will learn the practical approach to defining and organizing *what* you and your team will do and *how* you will produce the desired results while making sure the right parties are informed and expect the same thing. Templates will be provided.

Course Description: *Project Management Discovery* is a one-day, instructor-facilitated session. It is designed for those newer to project management as well as those who have project experience but want to sharpen their skills. Rather than focus on theory, this class will provide a solid understanding of and chance to practice practical project management methods, tools, and suggested best practices. Through exercises, gain practical experience in project management techniques and discover valuable tools that you can use immediately. You will learn to manage each stage of the project life cycle, work within organizational and cost constraints, set expectations, define scope, document appropriately, address items and changes that occur on the case study project, communicate effectively and get the most from your project management team. The course includes exercises, templates and examples for immediate use in your projects.

Topics List:

- Managing Constraints
- Life Cycles
- Defining Scope
- Setting Expectations
- Managing Risk
- Reporting
- Communications
- Addressing Issues
- Managing Changes

Outline

1. Project Management Foundations
 - a. Terminology
 - b. Life Cycles
 - c. Constraints
2. Scope
 - a. Defining and Documenting Scope
 - b. Building the Work Breakdown Structure
3. Risk
 - a. Impact of Risk Management
 - b. Process of Managing Risk

4. Change Control
 - a. Impact of Change Control
 - b. Ownership of Change Control
5. Reporting and Communication
 - a. Importance of Communication
 - b. Report and Meeting Options

Who Should Attend: Project managers, team members, subject matter experts, executives, senior managers, resources managers, and functional managers.