

A Hands-On Approach to Program Management

Course Code: 1595

Course Duration: 3 days

You have plenty of experience managing projects and are ready to take your career to the next level. Having the strategic vision to manage several projects and work products in order to achieve organizational objectives is a skill you can learn in *A Hands-On Approach to Program Management*. This in-depth, three day course will give you a strong foundation in managing change, building relationships with stakeholders and delivering on ROI for the business.

Course Description: This three-day, instructor-led course effectively addresses the essentials of program management as defined in PMI's *Standard for Program Management*, and gives students hands-on application of core principles through case studies and team exercises. This course covers the program management life-cycle process groups, stages and associated themes.

Topics List:

- Program identification, evaluation and selection
- Program governance
- Schedule development
- Program team planning
- Cost estimating and budgeting
- Risk and issue management
- Reporting and forecasting
- Contract administration
- Program life-cycle and themes
- Stakeholder identification and analysis
- Program scope definition
- Milestone planning
- Program sourcing and procurement
- Communications management
- Program change control
- Quality control
- Program closure and lessons learned

Outline

1. Essentials of Program Management
 - a. Definition
 - b. Program characteristics
 - c. Context of programs in the organization
2. The Standard for Program Management
 - a. Background and professional certification
 - b. Program management life-cycle and themes
 - c. Program management process groups, knowledge areas and processes
3. Initiating the Program
 - a. Program identification, evaluation and selection
 - b. Program authorization and charter
 - c. Stakeholder identification and analysis
 - d. Program governance

4. Planning the Program
 - a. Program scope definition
 - b. Program scope decomposition (WBS)
 - c. Schedule development
 - d. Milestone planning
 - e. Program team planning
 - f. Sourcing and procurement for the program
 - g. Cost estimating and budgeting
5. Executing and Controlling the Program
 - a. Communications management
 - b. Risk and issue management
 - c. Integrated change control
 - d. Program reporting (stage-gate reviews) and forecasting
 - e. Quality control
 - f. Contract administration
6. Closing the Program
 - a. Program, component and contract closure
 - b. Final reporting and transition

Who Should Attend: Program managers, senior management, key stakeholders and executives.