

## Project Management Discovery

**Course Code:** 1101

**Course Duration:** 1 day

You have been put in charge of a project. Where do you start? Or 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 and 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:** This is a one-day, instructor-facilitated session where approximately half the time is spent on exercises. Many project management classes focus on the same theories and tools, many of which are not used on the majority of projects. This class is different. Topics selected are those that will yield the best results on real-world projects. What makes this class unique is that in addition to practicing planning a project, you will also spend time evaluating change requests and taking corrective action on a case study project. It's one thing to talk about how to do things; it is quite another to react to changes and apply management techniques based on plans you developed, and to see how the different planning approaches result in different actions later.

Through exercises and the provided templates, 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, soft copy blank templates, case study examples, and completed templates you can immediate use on your projects.

### Topics List:

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

### Outline

1. Project Management Foundations
  - a. Terminology
  - b. Life Cycles
  - c. Constraints

2. Scope
  - a. Defining and Documenting Scope
  - b. Exercise: Defining the Project
  - c. Exercise: Building the Work Breakdown Structure
  - d. Exercise: Building Is/Is Not Tables
3. Risk
  - a. Impact of Risk Management
  - b. Process of Managing Risk
  - c. Exercise: Completing a Risk Register
4. Change Control
  - a. Impact of Change Control
  - b. Ownership of Change Control
  - c. Exercise: Evaluating Change Requests
5. Reporting and Communication
  - a. Importance of Communication
  - b. Report and Meeting Options
  - c. Exercise: Creating a Communication Plan
  - d. Exercise: Create a report

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