

## Practical Project Management in Today's Complex World

**Course Code:** 1300

**Course Duration:** 3 days

Whether you are new to project management, have managed projects for a while and know there is a better way, a team member ready to take on new responsibilities, or a stakeholder wanting a better understanding of the process, this is the course for you! *Practical Project Management in Today's Complex World* effectively combines lecture and discussion with hands-on application of proven project management principles, tools, and techniques through project examples that relate the skills you learn to the real world.

**Course Description:** This three-day, instructor-led training class is designed to introduce learners to the essential processes, tools, and techniques of the project management discipline through lectures, exercises, and case studies. Throughout the course, learners will define, manage, control, and close a project. This course effectively combines real-world experience with industry best practices to offer a tested approach to manage projects of all sizes, and is aligned with PMI-based principles. This is not the more theoretical or academic approach often presented in training classes. Learners will spend approximately 50% of their time working on exercises, including a sample project where they apply the lessons presented. Learners will receive a course manual, exercises with sample solutions, and soft copies of all templates used in class.

### Topics List:

- Project management terminology
- Stakeholder management
- Triple Constraint model
- Flexibility Matrix
- Scope definition
- Work breakdown structure
- Is / Is Not Tables
- Schedule development
- Cost management
- Risk management
- Quality control
- Issues log and management
- Change control
- Reporting
- People Styles
- Lessons learned

### Outline

1. Project Management Foundations
  - a. What is project management
  - b. Predictive, iterative, incremental, and agile approaches
  - c. Project phases
  - d. Stakeholders
  - e. Projects and programs
  - f. Triple constraint model
  - g. Flexibility matrix
  - h. Project documents

2. Project Scope Management
  - a. In Scope and out of scope
  - b. Success criteria
  - c. Work breakdown structure (WBS)
  - d. Is / Is Not Tables
3. Project Schedule Management
  - a. Schedule management plan
  - b. Define project activities
  - c. Using a network diagram
  - d. Estimating resources and durations
  - e. Time reserves
  - f. Building a realistic schedule
4. Project Cost Management
  - a. Building the budget
  - b. Budget baseline
  - c. Budget reserves
5. Project Risk Management
  - a. Identify and document risks
  - b. Risk prioritization
  - c. Risk response strategies
  - d. Risk terms
  - e. Build a generic risk plan
6. Project Quality Management
  - a. Quality themes and terms
  - b. Quality costs
  - c. Quality tools
7. Project Change Control
  - a. Change control process
  - b. Change log
  - c. Issues log
  - d. Managing change events
  - e. Analyzing project schedule for impacts
  - f. Budget changes
8. Reporting and Communication
  - a. Communication plan
  - b. Reporting formats
  - c. Project status report
9. Leadership
  - a. People styles
  - b. Strengths and weaknesses
  - c. Leveraging people styles to communicate

10. Closing a Project
  - a. Close project or phase
  - b. Administrative and contract closure activities
  - c. Lessons learned
  - d. Project closure survey
- A. Appendix A: Exercises and Sample Templates
  - a. Scope definition
  - b. WBS deliverables
  - c. WBS activities
  - d. Is / Is Not tables
  - e. Risk register
  - f. Cause and effect
  - g. Change events
  - h. Network diagram
  - i. Communication plan
  - j. People styles
  - k. Closure survey
  - l. Sample templates
- B. Appendix B: Sample solutions

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