

## Project Essentials for Leaders

As a project manager you understand the need for tools to help coordinate, plan, execute and complete projects on-time and on-budget. This program will give you hands-on experience and real-life applications for many of the widely recognized project management methods in business, **including** work breakdown structure, network diagramming, critical path technique and Earned Value Management. Materials in this class are based on the Project Management Institute, Inc., (PMBOK® Guide) – Sixth Edition, Project Management Institute, Inc., 2017.

Key process steps are practiced through team exercises, allowing students to understand how, when and why they should be used. This allows the project manager to create and manage a project plan more efficiently and effectively. You are sure to come away from this seminar better prepared to confidently manage projects from small to large using the most effective techniques available.

### Benefits

Project Management Essentials is designed for business professionals faced with getting projects done on time, within budget and to the customer's satisfaction. It provides interactive training that will benefit both first-time and experienced project leaders and team members. Participants will develop skills through hands-on exercises that allow them to practice the processes to organize, define, plan, track, and manage any project successfully.

### What you will learn

- An overview of the knowledge areas and process groups in the *PMBOK® Guide*
- Roles and expectations for project managers, sponsors and team members
- How competing project demands may require trade-offs
- The importance of a change control process
- How to create a project charter
- The process for stakeholder analysis
- How to create a work breakdown structure
- How to create a network diagram
- How to use the critical path technique to identify critical path and float
- The importance of a resource assignment matrix
- How to create and analyze a project schedule
- How to create a time-phased budget
- Earned Value Management terms, and formulas
- Quality principles and tools related to project management
- Risk identification and analysis and contingency reserves
- Procurement processes and risks
- Project meeting guidelines
- Developing and managing the project team

## **Who should take this workshop**

Anyone involved with projects - both experienced and new project managers and their team members - will benefit greatly from this course - as will supervisors, managers, directors, bankers, health professionals, scientists, project engineers, program staffers and anyone else who works on or with projects.

## **Outline**

### **1. Overview and framework**

- What is project management and why do it?
- Projects and strategic planning
- Roles and expectations
- Accountability
- Project Management Institute, Inc., (PMI®) project management process groups & knowledge areas

### **2. Getting started**

- Managing competing demands of project requirements
- Creating a project charter
- Stakeholder engagement

### **3. Managing scope**

- Creating a work breakdown structure (WBS)
- Managing scope creep

### **4. Managing schedule**

- Sequencing tasks with a network diagram
- Estimating resources and durations
- Critical path method (CPM)
- Schedule development

### **5. Managing cost**

- Creating a time-phased budget
- Earned Value Management

## **6. Managing quality**

- Standards/performance criteria

## **7. Managing risk**

- Risk identification
- Qualitative and quantitative analysis
- Risk response planning
- Risk register

## **8. Procurement management**

- Planning and executing
- Impact on the competing demands

## **9. Project communications**

- Project reporting
- Meeting guidelines

## **10. Project resource management**

- Team development
- Conflict management
- Influence without authority

## **11. Integration**

- Putting it all together
- What to put in the project plan
- Executing, monitoring and controlling
- Managing changes

## **12. Closing a project**

- Post project review
- Lessons Learned