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Toll Free (US): (800) 877-8129
Office: (919) 495-7371
Fax: (919) 556-0283
Email: info@cvr-it.com
Web site: www.cvr-it.com

Project Management Overview for Managers

Course Overview

The Challenge

Within virtually every enterprise there is growing understanding of just how crucial successful projects are to financial well-being. After all, our ability to reach Strategic Objectives largely depends on the success of our major initiatives. In parallel with this understanding is the realization that all levels of the organization must become conversant with the primary principles of project management.   It is only through a shared understanding of how projects are chosen, funded, planned and executed that we can truly become proficient at achieving regular project success.

The Solution

Project Management Overview for Managers delivers a power-packed overview of the essential project management concepts and techniques that every business manager must know. All topics include field-proven best practices that are effective in any project setting. Participants are shown how to structure a project, establish and manage scope, create an effective schedule, identify and manage risks, control costs and more. The format includes a mixture of group discussions, exercises and lecture. Whether new to Project Management or building on existing skills, participants will return to their business better equipped to bring their projects to a successful conclusion.   Learning Objectives include presentation of:

- Project lifecycle and project environment
- Getting a project off to a good start
- Managing projects for optimal long-term value
- Knowing who your stakeholders are
- Obtaining good estimates
- Defining and managing scope, schedule and budget
- The Communication Strategy
- Importance of Quality
- Managing Project Risk
- Change Control
- Product delivery

Who should attend

This course will be of value to business owners, newly assigned project managers and team leads, managers of project mangers, and business managers with project responsibility.

Prerequisites

This course assumes some experience with project work.

Course Information

- **Duration**: 1 day
- **Typical class size**: 6 to 24 attendees but can accommodate any number
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Participant Guide
  - Certificate of Participation
  - 7 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 1060

Course Outline

Section 1: Introduction

- Definition of Project
- Programs and portfolios
- What is the source of project failure?
- What is the source of project success?
- Defining project success
- Project and product life cycle
- Course blueprint

Section 2: Basic Project Management Concepts

- Role of the Project Manager
- What is project management?
- Other PM terminology
- IPECC
- PM methodology
- Stakeholders
- Impact of change

Section 3: The Project Initiation Phase

- Definition and Purpose
- The Project Charter
- Stakeholder analysis
- Triple Constraint
- Estimation

Section 4: Managing Scope

- Product versus Project Scope
- WBS
- Requirements
- Scope Control

Section 5: Schedule and Budget

- Schedule
- Budget and procurement
- Project Performance Baselines

Section 6: Quality

- Quality Control (QC)
- Quality Tools
- Requirements Traceability Matrix
- Quality Assurance (QA)

Section 7: Managing Project Risk

- Risk definition
- Work of risk management
- Sources of risk
- Risk Register
- Evaluating Risk
- Risk Response Planning
- Controlling Risk

Section 8: Communication

- Communication Planning
- Communication Tools
- Good Meeting Practice
- Document Control

Section 9: Project Execution

- Work of project execution
- Procurement
- Status reports
- Change Control
- Project Transition

Section 10: Project Close

- Contract closure
- Administrative closure
- Lessons learned

Learning Approach

- A highly experienced instructor will use interactive lecture format, short exercises, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Participant Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why should I take this course?

- If you are experiencing difficulties in your projects, the material in this course will give you an understanding of steps you can take to gain control.

- Managers with project management experience will obtain a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution.
- Take this course and learn how to avoid the problems that business managers most often encounter in their projects.

Cost; Availability; Course Customization

Every course and workshop in our Project Training program is fully customizable. We can deliver the training program you need onsite or virtually, and at an attractive discount. Call us toll free in the US at 1.800.877.8129, or +1.919.495.7371 International.

Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and participant guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, see:

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