CVR / IT
Consulting

Commitment / Vision / ResultsSM

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

Overview of Project Management

This course provides a full day of practical training in critically important project management concepts and techniques. Participants are shown how to support selection of the best projects, obtain stakeholder buy-in to project goals and approach, create a project plan that is an effective guide to project action, prevent scope creep, minimize issues through proactive risk management, execute a successful project delivery and more. Course material supplements PMBOK® concepts with a project approach that is designed to overcome common sources of project failure. In clear and simple language, this course explains how to successfully complete a project that can deliver Business Value. Course topics include:

- Sources of project success and failure
- When to use Agile and Waterfall
- Realization of Business Value
- Identifying and managing stakeholders
- Establishing a strong project with a Project Charter
- Defining scope, schedule and budget
- Project procurement

- Resource Planning
- The Communication Strategy
- Change control and risk management
- Building quality into deliverables
- Status reports and forecasts
- Planning and executing an effective Implementation
- Using Project Close to lock in value

Who should attend

This course is ideal for functional managers, project team members, key project stakeholders, and anyone with project responsibility who needs a basic understanding of core project management practices.

Prerequisites

This course assumes minimal experience with project work.

Course Information

- **Course I.D. Number:** 2010   **Typical class size:** 6 to 40 attendees
- **Duration:** 1 day   **Delivery**: Virtual or onsite
- **Participants receive:**
  - PMP®-certified instructor
  - Comprehensive Participant Guide
  - PM templates
  - Certificate of Participation
  - 7 PDUs (Technical: 5   Leadership: 1   Strategic: 1)

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 whatever project experience you have 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.

Course Outline

Section 1: Introduction

- Sources of project failure
- Sources of project success
- Business Value realization is the goal

Section 2: Defining Project and Project Management

- What is a project?
- What is project management?
- Programs and portfolios
- Other PM terminology
- PM methodology: Agile versus Waterfall
- Projects support strategy
- Impact of risk and change

Section 3: The Project Initiation Phase

- Importance of the Project Charter
- Project Charter Contents
- Using a charter to get buy-in
- Stakeholder identification and analysis
- Managing stakeholder engagement and expectations
- Managing to the Triple Constraint
- How to develop good estimates

Section 4: Managing Scope

- Product versus Project Scope
- Requirements process, types & tools
- WBS
- Scope baseline
- Scope Control

Section 5: Schedule and Budget

- How to develop a Schedule
- Budget and procurement
- The Project Performance Baseline

Section 6: Quality

- Quality Planning

- Quality Control (QC)
- Quality Tools
- Requirements Traceability Matrix
- Quality Assurance (QA)
- Seven Steps to Project Quality

Section 7: Managing Project Risk

- Risk definition
- Minimizing Threats; Maximizing Opportunities
- Sources of risk
- The Risk Register
- Evaluating Risk
- Proactive Risk Response Planning
- Managing Risk

Section 8: Communication

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

Section 9: Project Execution

- Building project deliverables
- Keep Management informed: Status reports
- Control Scope Creep with Change Control

Section 10: Transition Planning

- Planning to optimize Business Value
- The need for Transition planning
- Transition Tools
- Benefits of a successful Implementation

Section 11: Project Close

- Contract closure
- Administrative closure
- Lessons learned

This course includes 10 hands-on exercises and facilitated discussions. Course material is fully PMBOK® and BABOK® compliant.

Licensing

Use this course to teach your students!

This course is available under license to qualified Training Providers. See: http://www.cvr-it.com/coursewareondemand/ for details or contact us: **800.877.8129** or **info@cvr-it.com**