

## Effective Project Management

### Course Overview

#### **The Challenge**

Project Management training can be all about passing an exam, but that does not necessarily help with the actual work at hand: managing projects. What we need is PM training that focuses on those concepts, tools and techniques that actually help us to get the job done. When we leave the course we want to feel as though we can immediately use what we've just learned. Where can we find such training?

#### **The Solution**

*Effective Project Management* provides three days of practical, hands-on training in core project management concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project setting. Students are shown how to write a convincing project charter, establish project control through careful scope definition and management, track exact status through a resource-loaded schedule, eliminate issues through risk management, forecast and control costs, promote great communication and much more. The format is truly multimodal, with a mixture of exercises, simulations, group discussions, individual discovery and lecture. Every student receives a set of useful Project Management templates. This course is ideal for Project Managers who want an update on crucial concepts and techniques, or new project managers looking for a jump start in their new profession. All participants will return to their workplace better equipped to bring their projects to a successful conclusion. Topics covered during this course include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and managing scope, schedule and budget
- Establishing effective communication
- Procurement; Resource Planning
- Putting quality into the product
- Managing Project Risk
- Status Reports, Project Metrics and Earned Value
- Change Control; working with baselines
- Controlling cost
- Product delivery
- Lessons Learned

### Who should attend

Project managers who are looking for an update on core concepts and techniques, newly assigned project managers and team leads, managers of project managers, functional managers with project responsibility, and Project Management Office staff..

## Prerequisites

This course assumes minimal experience with project work.

## Course Information

- **Duration:** 3 days. Can be customized by request.
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Student Guide
  - CD packed with high quality Project Management templates
  - Certificate of Participation
  - 18 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2020

## Course Outline

### *Project Structure*

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Project Life Cycle
- PM Methodologies
- The Project Charter

### *Project Planning*

- Defining Scope - Requirements and the WBS
- Developing the Project Schedule
- Resource Planning;
- Project Budget
- The Communication Strategy
- Procurement
- Quality
- Managing Project Risk

### *Execution and Control*

- Project Metrics and Earned Value
- Status Reports; Working with baselines
- Change Control
- Controlling cost

### *Successful Conclusion*

- Transition Planning
- Testing the product
- Contract closure
- Administrative closure
- Lessons Learned

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- Celebration
- Review of Critical Success Factors
- Conclusion

## Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, individual discovery 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 Student 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?

- Experienced project managers will discover a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- If you are new to project management, the exercises in this course will give you hands on experience with primary techniques required to manage a project.
- 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 many of the problems that project managers most often encounter.

## Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

## 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 student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

[info@cvr-it.com](mailto:info@cvr-it.com)