

The Core of Project Management: Scope, Time, Cost and Delivery

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

The Core of Project Management provides two days of practical, hands-on training in essential project management concepts and techniques. This course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project setting. Students are shown how to establish project control through careful scope definition and management, led through development of a detail budget, shown how to build a resource-loaded schedule that supports accurate status and forecasting, and brought through an exercise in thorough planning for rollout and transition.

The format is truly multimodal, with a mixture of exercises, group discussions, individual discovery and lecture. Every student receives a set of useful Project Management templates. All participants will return to their workplace better equipped to bring their projects to a successful conclusion. Topics covered during this course include:

- Project Scope: Defining and controlling the work of the project
- Creating a budget that makes sense
- Resource-loaded schedule and the performance baseline
- Knowing where you are: Accurate status and forecasting with Earned Value
- Going in for a safe landing: Planning for delivery and transition to operations

Who should attend

This course is ideal for Project Managers who want an in-depth look at crucial concepts and techniques, or new project managers looking for a jump start in their new profession. Newly assigned project managers and team leads, managers of project managers, functional managers with project responsibility, and Project Management Office staff will also benefit from this course.

Prerequisites

This course assumes that participants have participated in some projects and have some experience leading small projects or project teams.

Course Information

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- **Duration:** 2 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
 - 12 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2050

Course Outline

Project Essentials

- Sources of Project Success and Failure
- Project versus Product Life Cycle
- Central importance of project and product scope
- Interrelationships: scope, budget, schedule and project control

Scope Planning and Control

- The project charter: Preliminary scope
- Foundation for project planning: WBS
- Project Budget
- Creating a resource-loaded schedule
- The project performance baseline

Budget and Schedule

- Project status and Earned Value
- Forecasting project cost and schedule
- Status Reports; Working with baselines
- Change Control
- Controlling cost

Delivery and Transition

- Delivery as part of Transition
- Transition Planning
- Smooth hand-off to the support organization

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, 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 all of your future projects.

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- 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 how to leverage the interrelationships among scope, budget and schedule.
- If you are new to project management, the exercises in this course will give insights into important techniques for managing the Triple Constraint.
- 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