



Workshop

Project Templates: Power Tools for the PM

Course Overview

Bring up the subject of “project templates” and many project managers will immediately launch into a rant about all of the burdensome paperwork that prevents them from doing their real job. Few of us love paperwork, but it is an unfortunate mistake when PMs assume that templates are responsible for the burden. In fact, templates are among the most effective tools that any PM can find. When well-designed and properly used, templates actually SAVE time and greatly improve the probability of project success. How can this be?

Dr. Gary J. Evans has over the past few years constructed one of the best PM template libraries on the planet. These templates are currently in use in at least 23 countries and are a mainstay for project managers in many lines of business. During this workshop, Dr. Evans explains how to design an effective template, how to select the templates you need for any project, and how to use them to promote project success. You will be led through a series of exercises that will train you in how to effectively use a well-designed template.

Participants learn:

- At least eight ways templates are essential to every project
- How to know which templates are needed
- When not to use a template
- How to manage the data
- Best practices in template design
- Where to find templates for your any project

Who should attend

Project Managers, Project Team Leads, Functional Managers and Executives with project responsibility, Project Management Office staff

Prerequisites

This course assumes familiarity with basic project management concepts as well as some experience in the planning and execution of projects.

Class Information

- Workshop lasts 1 day.
- Typical class size: 6 to 24 students

Course Outline

Controlling Project Risk: Managing Threats and Promoting Opportunities

Introduction

- The need for project information management
- Why templates can help

All About Templates

- Eight ways templates can benefit any project
- Choosing the templates you need
- Templates management
- Where to find good templates
- How to design a great template
- Templates Demonstration

Exercises - Applying what you've learned

- Project Charter
- Risk Register
- Transition Plan

Wrap-Up Discussion

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on 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 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.
- You will also receive a CD that contains all of the templates used in the course.

Why should I take this course?

- **Project Templates** presents a practical approach to developing and using an extremely effective project management tool. Learn a whole new approach to designing and working with templates.
- Take this course and learn what you can do to ensure that your projects proactively gather, record and use the information needed to reach your goal of Project Success..

Cost and Availability

Please refer to our website for current pricing and availability:

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

Controlling Project Risk: Managing Threats and Promoting Opportunities

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