Project Management
BOOT CAMP
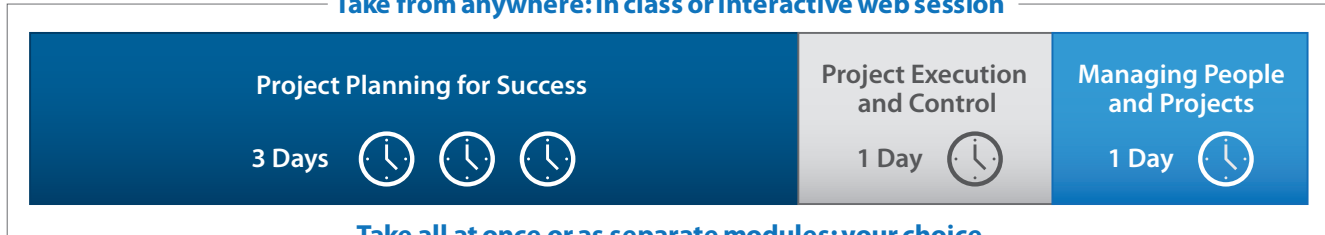**For project managers, team members, project resources and key stakeholders**

Overview

The Project Management Boot Camp covers all aspects of project management including: planning, execution, close out, organizational structures, team building, and conflict management. Designed as a **modular offering** the Boot Camp bundles three critical components into one, 5-day program:

Take from anywhere: in class or interactive web session

Project Planning for Success	Project Execution and Control	Managing People and Projects
3 Days 🕐 🕐 🕐	1 Day 🕐	1 Day 🕐

Take all at once or as separate modules: your choice

You can attend in-room or participate via the web. Both venues are fully interactive and are taught concurrently. This gives you the flexibility to participate regardless of location, weather or traffic. A strong understanding of project management is, without question, the most critical factor in project success. Practical learning will be promoted through group workshops that will draw upon project-oriented cases. All materials taught are compliant with the guidelines established in *A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute.*

Exceptional value with **5 Days for $2,195.00**. Modules are pro rated

PDUs 28 Professional Development Units through the Project Management Institute's Registered Education Program.

Teaching Approach A combination of lecture, discussions, and practical case study based workshops.

Course objectives
By the completion of the seminar, participants will:

- Understand the 5 key steps to project planning.
- Understand the roles and responsibilities of key project personnel, including the project manager.
- Learn how to develop a project charter.
- Discover how to scope a project with emphasis on the work breakdown structure.
- Learn how to schedule and budget a project.
- Understand how to optimize the project plan and establish the project baseline.

- Discover how to manage scope changes, issues, assumptions, earned value and project performance trends.
- Learn how to manage risk, communications, quality, and team performance.
- Understand how to close out the project.
- Identify the best project team structure, given the needs and priorities of the sponsoring organization.
- Appreciate the importance of communications, team building and conflict management.

Building Blocks
LEARNING NETWORK

Course Topics

Introduction
- Corporate Positioning for Project Management
- Key Concepts and Definitions
- Benefits
- Project Management & People
- Project Lifecycle Concepts
- The Matrix Approach
- Project Planning & Control Process
- Corporate Planning Considerations
- Project Management Methodology

Project Level Risk Analysis
- Risk Management Components
- Risk Planning
- Identification
- Qualitative Assessment
- Risk Response
- Quantitative Assessment
- Workshop Discussion: Risk

Project Initiation
- Initiative Identification
- Project Definition
- Initial Project Charter
- Charter Workshop
- Key Stakeholder Analysis
- Discussion Workshop
- Business Case/Feasibility Study

Scope Definition
- Developing the Project Charter
- Workshop: Project Charter
- Developing the Work Breakdown Structure
- Developing the Responsibility List
- Workshop: Work Breakdown Structure

Work Package Planning (Project Deliverables)
- Defining the Work Package
- Estimating Human Resources and Other Requirements
- Work Package Schedule
- Work Package Budget
- Workshops: Work Package Planning

Schedule Planning
- Steps to Develop the Schedule
- Selection of a Scheduling Technique
- CPM Barcharting
- Scheduling Exercises
- Workshop: Scheduling
- Traditional and Time Critical Scheduling
- Schedule and Resource Analysis
- Shortening the Schedule

Budget Planning
- Determining Budget Requirements
- Developing a Performance Budget
- Workshop: Budgeting

Facilitating Processes
- Risk Management in the Planning Phase
- Communications Management in the Planning Phase
- Quality Management in the Planning Phase
- Procurement Management in the Planning Phase
- Human Resource Management in the Planning Phase

Completing the Plan
- Negotiating Differences
- Updating the Project Charter and Obtain Project Plan Approval
- Preparing to Implement the Project Plan
- Workshop: Completing the Plan
- Team Presentations: The Project Plan

Implementing the Plan for Execution
- Optimizing the Project Plan
- Optimization Dashboard
- Establishing the Project Baseline
- Metrics for Project Control
- Transition from Planning to Execution
- Project Kick-Off
- Team Mobilization
- Administering the Project
- Project Workbook
- Project Repository
- Issues Management
- Project Update Process

Project Execution and Control
- Project Scope Control
- Change Process Model
- Time and Cost Control
- Earned Value Analysis
- Updating Process
- Work Package Level
- Project Level
- Trend Analysis
- Performance Reporting
- Execution and Control of Facilitating Processes
- Transition from planning to execution
- Project kick-off and team mobilization
- Administering the project
- Project Workbook, Project Repository, Issues Management, Project Update Process

Project Closure
- Project Close Out Process
- Project Assessment/Evaluation
- Administrative Closeout
- Project Close Out Report

Project Organizations
- Project Personnel Titles
- The Basic Project Organization
- Types of Project Organizational Structures
- Comparison of Approaches
- Full Team
- Matrix Team
- The Project Office
- Workshop: Project Organization

Leadership of the Team
- Leadership Principles
- Managing Multi-Cultural, Multi-Language Team Members
- Workshop: Group Discussion on Leadership

Communications
- Communications Audiences
- Communications Media
- Communications Impact

Conflict Management
- Impacts of Conflict
- Modes of Conflict Management
- Workshop: Group Discussion on Conflict

Running Project Meetings
Corporate Project Organization Issues
- Project Steering Committees
- The Project Management Office

Portfolio Management
Team Building
- Definition of a Team
- Barriers to Team Building

Conclusion & Wrap Up