Building Blocks
LEARNING NETWORK

Two-Day
Project Management
Essentials for Government

Overview: Knowing that extended time away from the office can be difficult, Building Blocks offers this intensive workshop to accommodate busy work schedules while at the same time providing participants with a comprehensive project management methodology in only two days. You will learn about an organized method of planning, executing, controlling, monitoring and closing out a project. In addition to featuring basic definitions and concepts of project management, this course provides a proven "how to" project management methodology applicable to the public service environment for any project type and size.
All materials taught are compliant with the guidelines established in *A Guide to the Project Management Body of Knowledge, PMBOK®, 6th Edition*, from the Project Management Institute.

Audience: Employees at all levels of a federal government department or agency who are leading any project type or size, or are managing components of a project. Anyone looking to improve their project planning and control skills, or to learn about project management supporting tools.

Duration: 2 Days

Price: $1095.00

PDUs: 14 Professional Development Units through the Project Management Institute's *Registered Education Program.*

Materials Provided: The seminar provides each participant with a workbook, case handout and exercise materials. Templates in MS Word and MS Excel are available after seminar completion.

Teaching Approach: The workshop is hands-on with group exercises built around a government oriented case, which leads participants to create a basic project plan during the course. A combination of lectures, discussions, practical case studies, and exercises are used in this delivery. All materials taught are compliant with the guidelines established in *A Guide to the Project Management Body of Knowledge, PMBOK®, 6th Edition*, from the Project Management Institute.

Instructor: Tom Flynn, our senior facilitator, has over 25 years of practical project management experience in both the public and private sectors. He has delivered over 100 project management workshops, covering project planning, execution, corporate planning and project selection, and project baseline development. He has taught within programs at York University and Carleton University.

Skills Taught
Upon completion of the workshop, participants will have the ability to:

- Understand essential project management definitions and concepts
- Develop a project plan, including a project charter, work breakdown structure, activity estimates for each resource, and a baseline project schedule and budget

- Use control tools, such as change records and logs, risk and assumptions controls, issues and actions management
- Prepare project status reports
- Finalize the close out of a project

Course Topics

Introduction

Positioning for Project Management in Government
- Key Definitions
- Project Management Titles in Government
- Project Lifecycle
- Project Management Methodology
- Project Management Challenges in Government
  - *Accountability vs. Responsibility*

Project Initiation

Project Scope Planning
- Initial Project Charter
  - *Charter Workshop*
- Scope Definition
- Project Requirements
- Work Breakdown Structures
- WBS Dictionary
- Responsibility List
  - *Workshop: WBS*

Work Package Planning
- WP Description
- Work Package Activities
  - *Workshop: WP Scoping*
- Estimating Resources
- Time and Cost
  - *Workshops: Estimating*

Project Base Scheduling
- Scheduling Terms
- Creating Critical Path Schedules
  - *Exercises Scheduling*

Schedule Impacts
- Labour Contingency
- Overhead Loss Time
- Workshop: Schedule

Project Base Budgeting
- Project Budget
- Performance Budget
  - *Workshop: Project Budget*

Project Plan Approval
- Update Project Charter

Project Execution & Control
- Key Definitions
- Transition to Execution
- Issues Management

Scope Status
- Verification
- Quality
- Change Control

Project Reporting
- Work Package Plan Updating
- Risks & Assumptions
- Earned Value
- Schedule & Budget
- WP Summary Status

Project Level Status
- Scope
- Schedule
- Budget
- Earned Value
- Project Status Report

Project Close Out
- Close Out Process

Conclusions

Course Wrap Up