



Overview

The workshop will provide participants with 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 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®, 5th Edition, from the Project Management Institute.

Audience

Employees at all levels of the organization 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

PDU: 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 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®, 5th Edition, from the Project Management Institute.

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

Introduction**Corporate Positioning for Project Management**

- Key Definitions
- Project Lifecycle
- Project Management Methodology

Project Initiation

- Initial Project Charter
- Workshop: Charter

Project Scope Planning

- Scope Definition
- Requirements
- Work Breakdown Structures (WBS)
- WBS Dictionary
- 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
- Workshop: Schedule
- 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
- Workshop: Completing the Plan

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

Conclusion**Wrap Up**