

Project Planning for Success



Overview

This course is designed for current and potential project managers, as well as key staff working in project oriented fields who are seeking to acquire the essential skills and tools necessary for effective project planning. Members of a project management office will benefit from the seminar. The course focuses on the 5 key steps of project planning (initiation, planning, monitoring and control, and close out). Through group workshops based on a case, participants will discover practical ways to build an integrated project plan, including scope, sound estimates, realistic schedule and sensible budget. 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

The course is intended for project managers and other project staff that need to attain the essential skills and tools to effectively plan a project.

Duration 3 Days

Price \$1395.00

PDUs 21 Professional Development Units through the Project Management Institute's Registered Education Program.

Course objectives

By the completion of the seminar, participants will:

- Understand the 5 key steps to project planning.
- Understand the planning competencies as defined in the Project Management Body of Knowledge of the Project Management Institute.
- Learn how to develop a project charter.
- Discover how to scope a project with emphasis on the criticality of the work breakdown structure.
- Understand how to estimate project deliverables.
- Discover how to schedule and budget a project.
- Create an integrated project management plan.

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

Project Planning

- Scope Definition
- Requirements
- Updating the Project Charter
- Work Breakdown Structures
- WBS Dictionary
- Responsibility List
 - Workshop: Work Breakdown Structure

Work Package Planning

- WP Description
- Work Package Activities
- Workshop: WP Scoping
- Estimating Resources
- Schedule and Budget
- Workshops: Work Package Planning

Project Scheduling

- Scheduling Terms
- Optimization Process
- Creating Critical Path Schedules
- Scheduling Exercises
- Schedule Impacts
- Labour Contingency
- Overhead Loss Time
 - Workshop: Schedule
- Schedule Analysis & Resource Levelling
- Shortening the Schedule

Project Budgeting

- Determining Budget Requirements
- Project Budget
- Performance Budget
- Other Budget Types
 - Workshop: Project Budget

Facilitating Processes

- Stakeholder Management
- Risk Management in the Planning Phase
- Communications Management in the Planning Phase
- Human Resource Management in the Planning Phase
- Quality Management in the Planning Phase
- Procurement 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
- Preparing to Implement the Project Plan
 - Workshop: Completing the Plan
- Team Discussion: Project Plan

Conclusion

Wrap Up