



Best Practices of Project Management

Description	<p>This course provides a solid understanding of the fundamental building blocks of project management, and an introduction of best practices that can be used in all endeavors by all people across all industries. Participants learn concepts, terms, tools, and techniques needed to communicate about, organize, monitor, and successfully complete projects.</p> <p>This course serves as the foundation on which all other project management development builds.</p>
Length	2 days
Professional Development Units	15 contact hours
Prerequisites	None
Building Block For	<ul style="list-style-type: none">• Intermediate Project Management• PMP® Exam Preparation
Materials	Custom materials provided by Instructor.
Who Should Take This Course	<p>Beginning project managers or team members who need to understand basic project management terminology and processes.</p> <p>Those who have experience in managing projects, but want an introduction to the terms and concepts used in formal project management as defined by the Project Management Institute.</p>
Rate	\$1,195 / person Discounts available for on-site classes or for multiple attendees

Course Objectives and Content

Objectives

- Understand standard vocabulary for Project Management as recommended by the Project Management Institute
- Understand standardized Project Management processes as recommended by the Project Management Institute
- Understand the application of basic Project Management principles within your work environment
- Understand the importance and value of Project Management, best practices, & related benefits



Outline

- Identify the value and benefits of project management
- Define project and project management, including the five process groups and nine knowledge areas
- Describe the difference between a Project Life Cycle, and the Process Groups
- Describe common project failure and success factors
 - Tie problems to different processes
- Describe the roles of project stakeholders
 - Sponsor
 - Project Manager
 - Team Member
 - Resource Manager
 - Customer
 - Other Project Managers
 - Other stakeholders
- Describe Enterprise Environmental Factors (EEF) and Organizational Process Assets (OPA)
- **Define** the activities associated with Initiating a project, including
 - Understanding the project purpose and business objectives
 - Business need, outcomes and deliverables
 - SMART objectives
 - Understanding and documenting assumptions and constraints to help determine critical success factors
 - Stating the business need, assumptions and constraints, using the Business Case template
 - Defining the high-level requirements, milestones, and resources
 - Selecting and tailoring a Project Life Cycle
 - Compare Process Groups to Life Cycles (Product and Project)
 - Explain Project Types and their different life cycles
 - Developing the Project Charter
 - Purpose
 - Components
- **Define** the activities associated with Planning a project, including
 - Refining Constraints, Assumptions, Deliverables, and Critical success factors
 - Defining a detailed Project Scope Statement
 - Developing the Work Breakdown Structure
 - Creating realistic time and cost estimates
 - Duration and work
 - PERT and other estimating methods
 - Creating a Network Diagram, and determining Critical Path



- Creating a Roles and Responsibilities matrix
- Developing the Schedule
- Developing the Budget
- Developing a Communications plan
- Developing a Risk Management plan
- Developing a Change Management plan
- Developing a Quality Management plan
- Developing a Staffing Management plan
- Developing a Procurement Management plan
- Knowing the purpose, content and the importance of management plans for helping to manage a project.
- Finalizing approval for and baselining the Project Management Plan
- Holding a Kickoff Meeting
 - Define its purpose and benefits
 - Suggested agenda items for kickoff meeting
- **Define** the activities associated with Executing and Controlling a project, including
 - Directing and managing work as defined in the project plan (Work the Plan)
 - Assigning activities to team members
 - Performing Project Management activities
 - Communicating with team
 - Developing and managing the team
 - Reporting to stakeholders
 - Documenting information
 - Managing and producing deliverables
 - Monitoring and controlling work as defined in the Project Management Plan
 - Tracking progress against performance measurement baselines
 - Identifying and evaluating the impact of variances and changes (for schedule, resources, communications, risk, etc.)
 - Recommending changes, corrective and preventive actions, and repairing problems
 - Identifying and resolving issues
- **Define** the activities associated with Closing a project, including
 - Obtaining approval of the deliverables
 - Transitioning the product to its support staff
 - Identifying Lessons Learned
 - Providing final status reports, and project closure documentation.
 - Archiving historical information

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