

# Advanced Project Management

A skills development workshop providing practical tools for executing project management using techniques beyond fundamental theory - provides strategies for real world issues which project managers must manage

For project managers who have taken Project Management Tools & Techniques or those with some formal PMI based project management fundamentals training.

Dates: 2 Days

Location:

Price

PDU: 15 PDU

Workshop Code:

## What the Workshop Provides

Participants receive more advanced project management skills development training building on the theory and fundamentals learned in Project Management Tools & Techniques. Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority, difficult clients are all problems which the project manager often faces and must manage and control. This course provides a comprehensive overview of the issues which project managers face in their work and provides practical tools, based on PMI and PMBOK best practices, for managing them. Instruction and industry examples of these methodologies are provided in an interactive format.

## What Participants Learn

Master advanced project management skills and tools that enable you to

- Properly manage project initiation
- Formulate and execute the project plan
- Create strategies to manage risk
- Measure performance & maintain control
- Create strategies to manage client expectations and achieve client satisfaction
- Establish methodologies for integrating project management into your daily work

## Workshop Format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop. Every participant receives:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project management templates

## Program Outline

- 1. Initiating the Project**
  - The project selection process
  - Defining the project requirements
  - Aligning the requirements with the scope
  - Strategies for using the project charter
- 2. Scope of Work and Work Breakdowns**
  - Defining the scope of work
  - Alternative work breakdown structures
  - Which WBS is appropriate
  - Validating the scope of work
- 3. Project Schedules**
  - Defining the project activity list
  - Activity sequencing
  - Strategies for activity duration estimating
  - Schedule development
  - Critical path analysis
- 4. Project Budgets**
  - Resource estimating techniques
  - Cost estimating
  - Contingency analysis
  - The cost baseline
  - How to report on the project budget and expenditures during each project phase
- 5. Project Progress Monitoring / Reporting**
  - The project baselines
  - Techniques for measuring progress
  - Earned value analysis
  - Reporting on progress
  - Reporting on schedule
  - Reporting on deliverables
  - Estimating cost at completion
- 6. Change Control Systems**
  - Factors which impact scope changes
  - Managing change requests
  - Scope change documentation
  - Change tracking systems
  - Change approval authorities
- 7. Risk Analysis and Management**
  - Risks on projects
  - Identifying risks on projects
  - Creating the risk register
  - Risk analysis
  - Corporate tolerance for risk
- 8. Managing Project Teams**
  - Creating the project organization
  - Resourcing the team
  - Developing and managing the team
  - Conflict management
  - Negotiation
  - Motivating the team
- 9. Project Communications**
  - Creating a project communication strategy
  - Managing project meetings
  - Lessons learned reviews
  - Managing stakeholder expectations
- 10. Contracting and Procurement**
  - The contracting methodologies
  - Solicitation documentation
  - Request for proposals
  - Creating evaluation criteria
  - Proposal evaluation strategies
  - Awarding contracts
  - Contract administration
  - Measuring contract performance

