

Project Management Training Programs



Programs To Develop Your Project Management Skills

Project Planning & Control
(2 day workshop)

To Register

Call 1-866-464-4834
Web www.nationalpm.net

More Information

Call 1-866-464-4834
Email mail@nationalpm.net

Project Planning & Control

Skills development workshop providing practical tools for project planning and strategies to control project execution - facilitated by industry experts providing real world experience on issues which project managers must manage

For project managers of varying experience. Training based on PMI and PMBOK compliant content. Eligible for PDU Credits.

Dates: 2 Days

Location:

Price

PDU: 15 PDU

Workshop Code:

What the Workshop Provides

Participants receive project management skills development training building on the theory and fundamentals of the Project Management Institute. 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 project planning and related 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 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 techniques 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

Topics Covered

- 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. Project Communications**
Creating a project communication strategy
Managing project meetings
Managing stakeholder expectations
- 9. Contracting and Procurement**
The contracting methodologies
Solicitation documentation
Request for proposals
Creating evaluation criteria
Proposal evaluation strategies
Awarding contracts
Contract administration



**Earn PDU Credits from
Project Management
Institute**

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for educational training towards new applications for PMP certification or for PDU credits towards maintaining PMP accreditation.

On-Site Training

We also offer on-site training for all these workshops. If you want to train 10 or more staff, we can provide your own in-house workshop customized to meet your company's needs at affordable group rates.

**Call
(866) 464 4834 Toll Free**