

Project Management Tools & Techniques Workshop Program

Day 1

Project Manager Technical Skills

8.30 Session Start

1. **Introduction to Project Management**
 - ✓ The need for project management
 - ✓ What you gain from project management
 - ✓ What is a project
 - ✓ Characteristics of a project
 - ✓ What makes a project successful
 - ✓ Project organizational structures
 - ✓ The project management process
2. **Project Initiation**
 - ✓ Prioritizing your projects, which to do first
 - ✓ The project requirements
 - ✓ Establishing the goals and scope of the project
 - ✓ Risks and constraints
 - ✓ The project charter
3. **Project Planning**
 - ✓ The WBS
 - ✓ The schedule
 - ✓ The budget
 - ✓ The human resources plan
 - ✓ The risk management plan
 - ✓ The communications plan
 - ✓ The quality plan
 - ✓ The procurement plan
 - ✓ The project plan
4. **Project Execution**
 - ✓ Implementing the project plan
 - ✓ Managing the team
 - ✓ Measuring progress
5. **Project Control**
 - ✓ Monitoring the project against the plan
 - ✓ Identifying areas of deviations
 - ✓ Taking action to address the problems
6. **Project Close Out**
 - ✓ Process of closing out the project
 - ✓ Lesson learned

Day 2

Project Manager Soft Skills

8.30 Session Start

1. **The Project Manager**
 - ✓ What makes a successful project manager
 - ✓ Project Manager vs. Project Leader
 - ✓ Project Manager's power and influence
 - ✓ Responsibility, Authority, Accountability
2. **Building and Managing the Project Team**
 - ✓ Setting up the project team
 - ✓ Resourcing the project team
 - ✓ Managing the newly formed team
 - ✓ Team building
 - ✓ Conflicts in projects
 - ✓ Achieving high quality decisions
 - ✓ Communications
 - ✓ Negotiations
 - ✓ Project leadership
3. **Project Manager's Resources**
 - ✓ PMI
 - ✓ Project Management Software

