

# PROJECT MANAGEMENT TOOLS & TECHNIQUES - LEVEL 2



For project managers who have taken Project Management Tools & Techniques - Level 1 or those with some formal PMI based project management fundamentals training.

**Duration:** 2 Day Workshop

**Location:**

**Price:**

**PDU:** 15 PDU

**Workshop Code:** PM 201

## 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

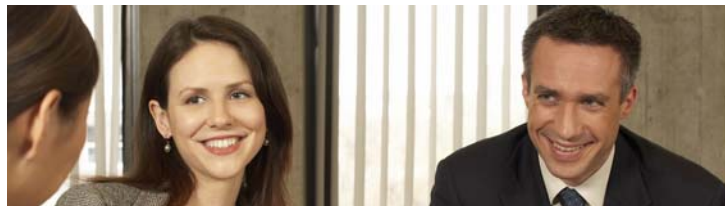
This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop.

Every participant receives:

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

## 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. 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



**Earn PDU Credits from  
Project Management Institute**

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for PDU credits from PMI.

## On-Site Training

We offer on-site training for this workshop. If you want to train 10 or more staff, we can provide your own in-house customized workshop at affordable group rates.

## More Information



National Project Management  
Corporate Training  
402 - 814 Richards Street  
Vancouver, BC V6B 3A7  
www.nationalpm.net

**Director, Course Delivery**  
Project Management  
Training Programs  
Tel (866) 464 4834  
mail@nationalpm.net