

Getting Started in Project Management

Duration: 2 days

SEMINAR OVERVIEW:

Start your career in **project management** by becoming an effective project team member. Demonstrate that you understand the success criteria for projects. Learn **hands-on** tools and **techniques** that will introduce you to all attributes of project management best practice. Successful Project Management is accomplished through the intelligent application of sound principles. This Project Management seminar provides an introduction to the principles and practice of Project Management. It will provide participants with the fundamental skills to successfully implement any project, within budget and on schedule. Participants will learn the project management framework of initiation, planning, execution, control, and formal closing. This seminar will teach you how to effectively manage all phases of a project.

KEY BENEFITS:

At the end of this seminar participants will be able to:

- ✓ Interpret project requirements and conduct stakeholder analysis
- ✓ Identify project management techniques most appropriate to your project
- ✓ Develop the project plan, work breakdown structure and the project scope statement
- ✓ Identify dependencies, produce network diagrams and apply estimating techniques
- ✓ Apply project management methods for better cost, quality and schedule results
- ✓ Conduct project risk analysis and develop a risk management plan
- ✓ Justify the commitment of resources to the project

INSTRUCTIONAL STRATEGY & EXPERIENCE:

The workshop format consists of material content presentation, **group discussion and practice** opportunity. There will be some individual and **several hands-on group exercises**, all facilitated by the instructor. Participants should be prepared to challenge the conventional and adopt best practices. Instructional exercises will include using the various books and reference materials.

WHO SHOULD ATTEND?

- ✓ Any one working towards a career in project management
- ✓ Individuals with current or future customer delivery initiatives
- ✓ Individuals responsible for managing projects
- ✓ Project leads or team members working on projects requiring significant flexibility
- ✓ Project sponsors, and other stakeholders who contribute to project requirements

TO REGISTER:



Phone: (416) 504 3300 **OR** Online: boldgrouptcm.com



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PREREQUISITE:

There are no prerequisite

CONTENT OUTLINE

Day 1	Day 2
Module 1 – Introduction to Project Management <ul style="list-style-type: none"> ✓ Definition of project management ✓ Definition of a project ✓ Types of projects ✓ The Role of the Project Manager ✓ Non-tradition use of project management ✓ Project management knowledge areas ✓ The project management processes 	Module 5 – Managing Time, Cost & Quality <ul style="list-style-type: none"> ✓ Time management definition & structure ✓ Developing the project schedule ✓ Cost management definition & structure ✓ Developing the project budget ✓ Quality management definition & structure ✓ Establishing the quality baseline ✓ Integrating time, cost & performance
Module 2 –Business & the PM Processes <ul style="list-style-type: none"> ✓ The changing business environment ✓ Traditional to matrix organizations ✓ Project driven organizations ✓ Understanding the project environment ✓ Project lifecycle concept & categories ✓ Project phases definition & characteristics ✓ Factors influencing project phases 	Module 6 - Managing HR & Communication <ul style="list-style-type: none"> ✓ HR management definition & structure ✓ Designing the project organization ✓ Establishing roles and responsibilities ✓ Communication definition & structure ✓ Developing the RACI chart ✓ Developing the communication plan ✓ HR & communication relationship
Module 3 – Stakeholders & the Project Charter <ul style="list-style-type: none"> ✓ Project stakeholder definition & disposition ✓ Project stakeholder identification & analysis ✓ Project stakeholder utilization strategy ✓ The role of the business case ✓ Understanding the customer’s requirements ✓ The customer statement of work ✓ Developing the project charter 	Module 7 – Risk & Procurement <ul style="list-style-type: none"> ✓ Risk management definition & structure ✓ Risk identification & analysis ✓ Risk response planning & contingency strategy ✓ procurement definition & structure ✓ Procurement systems and contract types ✓ Developing the procurement plan ✓ Relationship between risk & procurement
Module 4 – Developing The Scope Of Work <ul style="list-style-type: none"> ✓ Aligning the requirements with the SOW ✓ Producing the preliminary SOW ✓ Producing the detailed SOW ✓ Defining the work breakdown structure ✓ Developing the work breakdown structure ✓ Test of completeness of the WBS ✓ Establishing the scope baseline 	Module 8 – Managing Project Integration <ul style="list-style-type: none"> ✓ Integration definition & structure ✓ Adjusting & bringing all plans together ✓ Establishing the project baseline plan ✓ Executing, monitoring & controlling ✓ Closing & transitioning the project results ✓ PM Insights, best practices & Wrap-up ✓ Take aways & on-the-job contribution

APPENDICES

- Project management process Template for use back on the Job
- Glossary of terms

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