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Commitment / Vision / ResultsSM

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Effective Project Management

Course Overview

Effective Project Management provides three days of practical, hands-on training in core project management tools, concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project setting. Participants are shown how to establish a strong foundation for the project, obtain stakeholder buy-in to project goals, and execute the project to optimize post-project Business Value. Course topics include:

- Sources of project success and failure
- Product and project lifecycles
- Agile and Waterfall methodologies
- Planning to optimize Business Value
- Managing stakeholder engagement and expectations
- Defining scope: WBS and requirements
- Developing schedule and budget

- Setting project baselines
- Establishing effective communication
- Building quality into deliverables
- Preventing Scope Creep
- Minimizing issues through proactive risk management
- Executing an effective Transition
- Administrative and contract closure

Who should attend

This course is ideal for project managers who are looking for an update on core concepts and techniques, new project managers looking for a jump start in their new profession, team leads, managers of project managers, functional managers with project responsibility, and Project Management Office staff.

Prerequisites

This course assumes some experience with project work.

Course Information

- **Course I.D. Number:** 2020   **Typical class size**: 6 to 24 attendees
- **Duration**: 3 days   **Delivery**: Virtual and onsite
- **Participants receive:**
    - PMP®-certified instruction
    - Comprehensive Participant Guide
    - 21 PDUs (Technical: 16 Leadership: 4 Strategic: 1)
    - Commercial-grade PM templates
    - Certificate of Participation

Learning Approach

- A PMP® certified instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and more to drive home the essential points of this material.
- You have the option of using your own, ongoing project as the focus of class exercises. As a result, not only do you gain experience with the tools, but you also learn more about your project.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.

Course Outline

I.   Introduction

- Sources of project success and failure
- The project environment
- Essential PM Concepts
- Project and product lifecycles
- PM Methodologies
- Project roles
- Planning for post-project Business Value

II.   Project Initiation

- Use and benefits of the Project Charter
- Defining project and business objectives
- Establishing preliminary scope boundaries
- Identifying, analyzing, and managing stakeholders
- Creating useful estimates of time and cost
- Keeping scope, time and cost in balance
- Building a strong project foundation

III.   Project Planning

- Defining Scope: Requirements and the WBS
- Scheduling and the Critical Path
- Resource planning
- Managing stakeholder engagement and expectations

- Developing an effective budget
- Procurement and contracts
- Planning for high-quality deliverables
- Effective communication strategies
- Using risk management to protect budget and schedule
- Setting project baselines
- Planning for long-term project value

IV.   Execution and Control

- Building deliverables; Monitoring project work
- Delivering useful status reports
- Forecasting time and cost
- Using change control to prevent scope creep
- Managing cost and schedule
- Transition planning for a successful implementation

V.   Successful Conclusion

- Executing the Business Value plan
- Contract and administrative closure
- Lessons Learned and continual improvement

This course includes 20 hands-on exercises and facilitated discussions.   Course material is fully PMBOK® and BABOK® compliant.

Why should I take this course?

- Experienced project managers will discover a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- If you are new to project management, the exercises in this course will give you hands on experience with primary techniques required to manage a project.
- All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution.
- Take this course and learn how to avoid many of the problems that project managers most often encounter.

Licensing

Use this course to teach your students!

This course is available under license to qualified Training Providers. See: **http://www.cvr-it.com/coursewareondemand/** or contact us: (800) 877.8129 or **info@cvr-it.com**