



Applied Project Management



Description: **Applied Project Management** provides the fundamental skills and techniques needed to successfully plan and manage a variety of projects. This is a workshop that focuses on real projects, real problems, and real successes. The workshop addresses the following questions:

- What are the keys to a successful project?
- Why are projects so difficult to plan and manage?
- Where do projects fail and why? What can be done to prevent this?
- Why is it that we find our projects out of control too late to effectively intervene?
- What do we need to do, to know, to design a successful project?
- How do we keep the team and management focused on how the project is progressing?

Applied Project Management focuses on project definition, design, communication and management of both large and small projects. The workshop brings the relationships of the various functions within an organization together to focus on the timely delivery of quality products to provide maximum value to the organization's clients regardless of the type of project being undertaken. Applied Project Management brings the relationships of the organization's processes and quality assurance processes together to produce results that are delivered on time providing the maximum value to your clients.

Duration: 3 days

Learning Objectives:

- Define achievable project objectives
- Identify prerequisites to project planning
- Understand and define critical project roles and responsibilities
- Define the project planning deliverables
- Identify skills necessary for project team members
- Identify and plan for cross-project resource commitments
- Understand how to decompose a project into manageable tasks
- Understand estimating techniques and their relationship to project metrics
- Identify projects risks and develop contingency plans to mitigate risk
- Manage the project once work begins
- Effectively monitor and communicate project status
- Keep projects in control
- Identify the warning signs of a project in trouble and take appropriate corrective action
- Develop appropriate adaptive action to remedy problems that are identified
- Effectively utilize Project Reviews for Continuous Quality Improvement

Knowledge Structures, Inc.

Tel•916.488.6075 Fax•916.483.1486 Internet•www.ksinc.com

After discussing the major project management techniques, participants apply the workshop material to a realistic case study or their own projects. By reviewing and discussing solutions, participants receive immediate feedback regarding their understanding. When questions arise, the instructor and participants work together to understand the questions in light of the concepts presented.

Suggested Audience:

Anyone involved in project formulation, design and execution needs to understand the fundamentals of project management. This workshop has been designed for people in all areas of project responsibility, including Project Managers, Team Leaders, Business Analysts, and Information Systems Analysts. This workshop will also benefit managers or other personnel in functional departments who are potential candidates for project team and task force assignment in a matrix organization. The basic concepts of Applied Project Management apply to software development, physical construction, finance and administration, research and development, policy analysis and organizational planning projects. While the end product may be very different, the elements of successful project management are very similar.

Prerequisites:

There are no prerequisites for this workshop. Participants should come prepared to work on one of their own projects, but this is also not a requirement.

PMBOK® Guide Areas Covered:

Participants are eligible for 21 PDUs.

- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management

PMBOK is a registered mark of Project Management Institute, Inc.

Knowledge Structures, Inc.

Tel•916.488.6075 Fax•916.483.1486 Internet•www.ksinc.com

**Topics
Covered:**

COURSE OBJECTIVES

1. INITIATE THE PROJECT

1.1 Identify the Project Team

- 1.1.1 Define the Project Team
- 1.1.2 Conduct Initial Project Kick-off

1.2 Review the Prerequisites

- 1.2.1 Review Project Request
- 1.2.2 Develop the Project Objective Statement
- 1.2.3 Begin Project Definition
- 1.2.4 Obtain Sponsor Approval

1.3. Define the Project Structure

- 1.3.1 Review the Project Structure Checklist
- 1.3.2 Establish Team Consensus on Project Structure Items
- 1.3.3 Document and Distribute Project Structure Information

2. PLAN THE PROJECT

2.1 Define the Work

- 2.1.1 Define and Document Tasks and Deliverables
- 2.1.2 Establish Task Ownership
- 2.1.3 Identify Required Skills and Resources

2.2 Develop the Initial Project Schedule

- 2.2.1 Identify and Document Task Dependencies
- 2.2.2 Approximate Task Durations
- 2.2.3 Develop the Project Network
- 2.2.4 Identify Major Milestones

2.3 Analyze Resource Requirements

- 2.3.1 Identify Resources Required
- 2.3.2 Refine Estimates
- 2.3.3 Build the Resource Plan

2.4 Refine the Project Plans

- 2.4.1 Review the Project Trade-off Matrix
- 2.4.2 Analyze Trade-offs and Refine Plans

2.5 Assess Project Risk

- 2.5.1 Identify Project Risk Areas
- 2.5.2 Assess the Impact of Risk
- 2.5.3 Define Preventive Tasks and Contingency Plans
- 2.5.4 Obtain Sponsor Approval

2.6 Set the Baseline and Publish Project Plans

- 2.6.1 Gain Management Approval for All Project Plans
- 2.6.2 Gain Concurrence with the Change Management Process
- 2.6.3 Set the Baseline for Schedule and Resource Plans
- 2.6.4 Conduct the Project Kick-off

Knowledge Structures, Inc.

Tel•916.488.6075 Fax•916.483.1486 Internet•www.ksinc.com

3. MANAGE THE PROJECT

3.1 Collect Progress Data and Update Plans

- 3.1.1 Collect Progress Data
- 3.1.2 Identify and Document Revised Estimates
- 3.1.3 Update Project Plans

3.2 Analyze Impact and Reassess Project Plans

- 3.2.1 Compare Actual Progress Data to Baseline Plans
- 3.2.2 Analyze Deviations and Assess Impact to Baseline Plans
- 3.2.3 Plan and Implement Adaptive Actions

3.3 Report on Project Status

- 3.3.1 Develop, Document and Distribute Status
- 3.3.2 Conduct Project Review
- 3.3.3 Obtain Project Sponsor Review and Approval to Proceed

4. CLOSE THE PROJECT

4.1 Resolve Outstanding Issues

- 4.1.1 Identify All Outstanding Issues
- 4.1.2 Assign Ownership and Resolution Date
- 4.1.3 Follow-up and Document Issue Resolution

4.2 Conduct the Project Retrospective

- 4.2.1 Convene Meeting of All Team Members
- 4.2.2 Identify What Worked Well
- 4.2.3 Identify Problems and Areas for Future Improvement
- 4.2.4 Document and Distribute Findings

4.3 Finalize Project Documents

- 4.3.1 Identify Any Missing or Incomplete Project Documentation
- 4.3.2 Assign Completion Criteria and Due Date
- 4.3.3 File Completed Documentation in the Project File
- 4.3.4 Close the Project File

CONCLUSION