



CA-PMM Express Training for Project Managers



Description: This workshop provides instruction to seasoned project managers in the use of all of the California Project Management Methodology (CA-PMM) toolkits. To support the use of the CA-PMM, two toolkits of standard templates have been created. The use of standardized templates provides a consistent set of data for all IT projects. The toolkits consist of Excel® workbooks with multiple worksheets. The toolkits are:

Concept Toolkit – used to create a concept statement with enough information to determine if the concept should be approved as a project

CA-PMM Toolkit – used to initiate, plan, execute, and close a project once the concept has been approved

Duration: 3 days

Suggested Audience: This workshop has been designed for experienced IT project managers.

Learning Objectives: The participants in this workshop will:

- Understand the CA-PMM policy
- Apply the tools associated with the CA-PMM

Prerequisites: This course requires that participants are fully trained and experienced in Project Management and only require training to use the CA-PMM Toolkits.

Topics Covered:

Course Objective

- IT Policy Letter 09-01
- Methodology Framework
- CA-PMM and External Reporting
- CA-PMM and External Control Agency Approval
- CA-PMM Project Definition
- CA-PMM Toolkits
- Toolkit ReadMe File

CA-PMM Concept Stage

- Concept Statement
- Size Estimating

CA-PMM Initiating Stage

- Project Charter
- Objectives and Measures
- High Level Requirements
- In Scope
- Out of Scope
- Summary Milestones
- Impact Assessment
- Deadline
- Business Complexity
- Technical Complexity

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- Complexity Zones
- Project Manager Skill Sets
- Oversight
- High-Level Project Organization
- Project Priorities
- Definition of Quality
- Assumptions and Risks
- Organizational/Functional Stakeholders
- Issue Management

CA-PMM Planning

- The Project Management Plan
 - Scope Management Plan
 - Configuration/Change Control Plan
 - Human Resources Management Plan
 - Communication Management Plan
 - Risk Management Plan
 - Cost Management Plan
 - Quality Management Plan
 - Schedule (Time) Management Plan
 - Procurement Management Plan
 - Contract Management Plan
- Organizational Change Management Plan
- Maintenance and Operations Transition Plan

CA-PMM Executing

- Deliverable Acceptance Criteria
- Customer Acceptance
- Status Reports
- Project Vital Signs
- Benefit Validation

CA-PMM Closing

- Final Product Acceptance
- Operations Metrics
- Contract(s) Closure
- Administrative Closure
- Post Implementation Evaluation Review (PIER)

Conclusion

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