

INTRODUCTION TO PROJECT MANAGEMENT WORKSHOP

2-DAY COURSE

This program is designed for participants who are new to project management and those requiring a refresher. The two-day program is organized in 5 modules. Each module can be extended or reduced depending on the specific learning needs of the participants. This course is presented in a highly interactive style with plenty of practical exercises, break-out group work and discussion. Participants work in teams on actual projects that they bring to the course.

LEARNING OBJECTIVES:

- » Define and use project management principles
- » Apply appropriate tools and techniques to meet project management challenges

COURSE OUTLINE - DAY 1

MODULE 1 // INTRODUCTION TO PROJECTS

Attendees identify characteristics of projects.

- Course Overview
- Definition of a project
- Aspects of project success
- Waterfall and Agile compared

MODULE 2 // PROJECT INITIATION

Working in teams, attendees develop Project Charters for their projects.

- Business strategy
- Stakeholders
- Project scope and priorities
- The Vision

COURSE OUTLINE - DAY 2

MODULE 3 // PROJECT PLANNING

Attendees learn to write a practical project plan.

- Work Breakdown Structure
- Communication Plan
- Staffing Plan
- Risk Management
- Quality
- Estimation and Scheduling

MODULE 4 // EXECUTING, MONITORING & CONTROLLING THE PROJECT

Attendees learn tools and techniques for effectiveness during project execution.

- Information Management
- Effective Meetings
- Procurement Management

MODULE 5 // CLOSING THE PROJECT

Attendees learn methods for capturing lessons learned for application on future projects.

- Retrospectives
- Acceptance of Deliverables
- Course Summary

EVENT DETAILS

LOCATION: In-person class OR each module can be presented as a 3-hour webinar

COURSE LENGTH: 2 Days

TIME: 9:00 AM - 4:00 PM

DATE: Booked by appointment. Contact us to reserve a date.

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CONTACT US TODAY

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