



Instructor Led - Project Management Basics (1 Day)

Outline

Program Overview

- Introduce Course
- Course Objectives; Project Overview
- Agenda and Learning Model
- Case Study; Hotline Project

Why Project Management - Why Now?

- What is project management?
- Why is this most important skill set now?
- Why do projects blow-up and fail?

Project Management Concepts

- The Project Management Triangle
- Cost, Schedule and Quality

The Language of Project Management

- Glossary: Basic terms & definitions
- Project Leadership - "Get it done"

Project Management Methodology

- Initiate and Plan Project; Scope & goals
- Manage and Lead
- Resource Planning & Assignments
- Control, Follow-up & Communicate

Handout - Bottom-Line Tool Kit

- Orientation; Tools and templates

Step 1 - Initiate and Plan Project

- Project Goals, Schedule and Due Dates
- Define project deliverables
- Who is the "customer"?

Living Within The Budget & Authority

- What will this project cost? Who is paying for it? Which parts?
- Is there a budget? When can I proceed? Who signs and for what?

Tools & Techniques

- Scope Statement; One-page Summary

Orientation to Case Study - Part II

Assignment #1

Start Scope Statement on One-page Summary

Step 2 - Manage and Lead Planning:

- What tasks need to be done?
- In what order should tasks get done?
- Defining task and steps
- Project flow charting - "Post-It" Notes

Organizing:

- Who is the customer for this project?
- Are there other stakeholders? Who?

Risk Management

- Possible Risks and Impact
- Containing Risks

Assignment #2

Draw a Network Diagram for the case project. Prepare a Risk Plan

Scheduling the Work

- Describe each task
- Estimate duration - How long will each task take?
- How long will project take to finish?
- Prepare a timeline chart with key dates

Assignment #3

Draw a timeline chart for case project and insert key dates.

Step 3 - Project Resources

Resource Planning

- Assigning work & getting help
- Which tasks can I do? Which tasks can I get others to do for me?
- Which Human Resources are available?
- Internal people? External contractors? How much of their time will I need?

Other Resources:

- What other equipment, supplies and materials are needed? Who will provide? How much will each charge?
- Responsibility Matrix

Assignment #4

Complete Project Plan. Assign Resources

Project Time Management

- Project Life Cycle - Phases of a project
- Setting priorities

Assignment #5

Prepare Responsibility Matrix & Milestones

Step 4 - Control, Follow Up & Communicate

- Start-up project. Get off to good start
- 4-Step control model
- Why you must follow up. How to do it.

Obstacles & Problem-Solving

- Identify obstacles to project completion
- Apply problem-solving model

International Project Coordination

- Intact teams vs. "virtual" teams?
- How do you lead multi-national teams?
- Schedule Virtual Meetings/When

Change Management

- What changes?
- Costs and Who pays for it?
- Authorization
- Modifying Plan

Assignment #6

Identify potential obstacles in case study. Apply the 4-Step Problem Solving Model.

Assignment #7 Complete entire Case Plan.

Prepare to present all elements, as a team, to other teams who will review and critique your total plan including;

Applications (Option)

- Bottom-Line Tool Kit Review
- Select actual project to apply tool kit and everything you have learned

Program Conclusion / Evaluations