

PROJECT MANAGEMENT TOOLS & TECHNIQUES - LEVEL 1

For new project managers who want an overview of the project management framework based on the standards of the Project Management Institute (PMI).

Duration: 2 Day Workshop
Dates:
PDU: 15 PDU
Workshop Code: OPMT 0102

What the Workshop Provides

Participants receive a comprehensive overview of project management techniques to effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format. You gain skills that you can apply immediately on the job.

What Participants Learn

Master basic project management skills, methodologies, and tools to enable you to prioritize your projects and workload, create realistic goals, recruit and manage high performing teams, create a work breakdown structure that makes your projects easier to manage, establish reliable project budgets and schedules, implement project tracking techniques, and create effective strategies to control the project budget, schedule, and quality. Both the technical and soft skill sides of project management are covered.

Workshop Format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop.

Every participant receives:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project manager's toolkit

The Instructors

Each instructor is a working professional from industry. They are senior project managers that bring a wealth of practical experience to every workshop.

Topics Covered

Day 1 Project Management Technical Skills

- 1. Project Management Basics**
The need for project management
What is a project
What makes a successful project
What is project management
The project management process
- 2. Project Initiation**
Prioritizing your projects
The project requirements
Establishing the goals of the project
Risks and constraints
The project charter
- 3. Project Planning**
Project scope and WBS
Project Schedule
Project Budget
Human resources plan
Risk management plan
Communications plan
Quality plan
Procurement plan
The project plan
- 4. Project Execution**
Implementing the project plan
Managing the team
Measuring progress
- 5. Project Control**
Monitoring the project against the plan
Identifying deviations from the plan
Taking actions to bring the project back on track
- 6. Project Close-out**
Client sign-off
Documentation
Lessons learned

Day 2 Project Management Soft Skills

- 1. The Project Manager**
What makes a successful project manager
Project manager vs. project leader
Project manager's power and influence
Responsibility, authority, accountability
- 2. Managing High Performance Teams**
Defining the team structure
Setting roles and responsibilities
Selecting the right team members
Managing the newly formed teams
Team building
Conflicts in projects
Managing conflict in project teams
Achieving high quality decisions
Team communications
Negotiation in projects
Project leadership
- 3. Project Management in Organizations**
Creating a project management process that works
Managing by projects
Incorporating project management in your business
- 4. Resources for the Project Manager**
Project management software
The Project Management Institute



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