

PROJECT MANAGEMENT TOOLS & TECHNIQUES - LEVEL 2

For project managers who have taken Project Management Tools & Techniques - Level 1 or those with some formal PMI based project management fundamentals training.

Duration: 2 Day Workshop

Dates:

PDU: 15 PDU

Workshop Code: OPMT 0202

What the Workshop Provides

Participants receive more advanced project management skills development training building on the theory and fundamentals learned in Project Management Tools & Techniques - Level 1. Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority, difficult clients are all problems which the project manager often faces and must manage and control. This course provides a comprehensive overview of the issues which project managers face in their work and provides practical tools, based on PMI and PMBOK best practices, for managing them. Instruction and industry examples of these methodologies are provided in an interactive format.

What Participants Learn

Master advanced project management skills and tools that enable you to

- Properly manage project initiation
- Formulate and execute the project plan
- Create strategies to manage risk
- Measure performance & maintain control
- Create strategies to manage client expectations and achieve client satisfaction
- Establish methodologies for integrating project management into your daily work

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 management templates

Topics Covered

- 1. Initiating the Project**
The project selection process
Defining the project requirements
Aligning the requirements with the scope
Strategies for using the project charter
- 2. Scope of Work and Work Breakdowns**
Defining the scope of work
Alternative work breakdown structures
Which WBS is appropriate
Validating the scope of work
- 3. Project Schedules**
Defining the project activity list
Activity sequencing
Strategies for activity duration estimating
Schedule development
Critical path analysis
- 4. Project Budgets**
Resource estimating techniques
Cost estimating
Contingency analysis
The cost baseline
How to report on the project budget and expenditures during each project phase
- 5. Project Progress Monitoring / Reporting**
The project baselines
Techniques for measuring progress
Earned value analysis
Reporting on progress
Reporting on schedule
Reporting on deliverables
Estimating cost at completion
- 6. Change Control Systems**
Factors which impact scope changes
Managing change requests
Scope change documentation
Change tracking systems
Change approval authorities
- 7. Risk Analysis and Management**
Risks on projects
Identifying risks on projects
Creating the risk register
Risk analysis
Corporate tolerance for risk
- 8. Managing Project Teams**
Creating the project organization
Resourcing the team
Developing and managing the team
Motivation
Conflict management
Negotiation
Motivating the team
- 9. Project Communications**
Creating a project communication strategy
Managing project meetings
Sharing information
Status reporting
Lessons learned reviews
- 10. Project Stakeholder Management**
Identifying stakeholders
Engaging stakeholders
Communicating with stakeholders
Managing expectations



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