

Training Course Description

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| Title: | Project Management for Project Champions, Sponsors, and Steering Committee Leaders |
| Course Purpose: | To be able to demonstrate the skills necessary to set clear attainable measured direction, organize Project Governance, control the project at key decision points. |
| Course Description: | <p>Remove surprises on projects! Project Management is a process is intended to bring cross functional teams together to achieve a measured business goal. Understand the project process and its use to efficiently engage the right people, making the right decision, at the right time. The process will help to manage risk more effectively on route to delivering new business or customer results.</p> <p>This course will give the leadership team the tools needed to understand project management roles, process, and line of sight that achieves business results every time or provides clear indicators of when intervention is needed. The process removes surprises by setting clear definitions and structures while providing a controlled process with specific decision points that keep the project on track.</p> |
| Target Audience: | <p>The is intended for one of the follow project roles:</p> <ul style="list-style-type: none"> • Project Champion – Project Champion is the role that is responsible for the business results of the project, budget and schedule. • Project Sponsor – Project Sponsor assures that the project is aligned to the organization’s strategic purpose and allocates resources to the project. • Steering Committee or Success Criteria Owner – These roles aid the Project Champion in assuring that the key business measures are attained for the project by taking accountability for them. |
| Student Job Aids: | <p>The student will be provided with the following job aids and class materials:</p> <ul style="list-style-type: none"> • PowerPoint Deck • Key Reference Materials: <ul style="list-style-type: none"> ○ <u>Project Process Overview Chart</u> – A chart describing the key facilitations and deliverables on a project. ○ <u>Project Process Chart</u> – A chart describing the processes within each project facilitation ○ <u>Project Roles & Responsibilities</u> – A document describing project key roles and their key responsibilities ○ <u>Glossary of Project Terms</u> – A document describing key term definitions |
| Objective: | <p>Following this session, the leader will be able to:</p> <ul style="list-style-type: none"> • Demonstrate the ability to write a SMART Project Objective and Success Criteria statement |

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| | <ul style="list-style-type: none"> • Describe project roles and their responsibilities • Demonstrate how to control a project with proper project governance • Demonstrate how to manage project risk and reserves • Describe the 5 project process groups, and 6 key project deliverables • Demonstrate key decision choices at the end of each facilitation to assure the project moves forward, identifies corrective or preventative actions, or is stopped. • Assure that learning leads to valuable implementable performance improvements |
| Benefits: | <p>Employing these new skills will result in:</p> <ul style="list-style-type: none"> • Better organizational alignment to the project • Clearer project objectives and business goals measures and attainment • Establishing better project accountability for measure attainment on budget and schedule • A better understanding of how to manage project risk, reserves, and control the budget. • An understanding of how to more effectively lead a project team through the project process and know when to intervene |
| Requirements: | <p>Prior to the course, the student should have:</p> <ul style="list-style-type: none"> • Reviewed project roles • Reviewed any project documents already created for the project |
| Duration: | One (1) day classroom |
| Agenda Outline: | <p>The PowerPoint outline is as follows:</p> <ul style="list-style-type: none"> • Overview <ul style="list-style-type: none"> ○ Our Project (provides a brief description of the project) ○ The project process (provides a brief overview of the major facilitations and their purpose) and decision guides ○ Project Roles ○ Project Line of Sight • Initiate Process Group <ul style="list-style-type: none"> ○ Describes the process group, when it is used, the facilitations within it and the key output <ul style="list-style-type: none"> ▪ Exercises: SMART Objective, Constraint Priority, Process Owner impacts, Project Governance, Success Criteria • Plan Process Group <ul style="list-style-type: none"> ○ Describes the process group, when it is used, the facilitations within it and the key output <ul style="list-style-type: none"> ▪ Exercises: Critical Path Comprehensive, Establishing project reserves |

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| | <ul style="list-style-type: none"> ● Execute Process Group <ul style="list-style-type: none"> ○ Describes the process group, when it is used, the facilitations within it and the key output <ul style="list-style-type: none"> ▪ Exercises: Change Development and acceptance ● Close Process Group <ul style="list-style-type: none"> ○ Describes the process group, when it is used, the facilitations within it and the key output <ul style="list-style-type: none"> ▪ Exercise: Identifying Valuable implementable ideas |
| <p>Instructor:</p> | <ul style="list-style-type: none"> ● Mark Swiderski, PMP ● Marlene Dryja, PMP ● Lee Young, PMP |