

## Training Course Description

Title:	<b>Project Management for Project Managers</b>
Course Purpose:	To be able to demonstrate how to facilitate core project management capabilities needed in the project management life cycle
Course Description:	<p>This course focuses on the project management process for any project. It does this by teaching the project management process in a simple sequenced step by step approach. Hands on sessions demonstrate the capability and show how to put the process into practical application. The student will participate in sessions to understand the results needed for the process.</p> <p>The course presents the steps using a real world project and provides examples of each process step. The student will be provided with tools that they can use to perform their work in their day to day project environment. The course will describe how to effectively engage other project roles to improve project results and make project work more efficient.</p>
Target Audience:	<p>The student will be performing or preparing for the one of the following roles:</p> <ul style="list-style-type: none"> <li>• Program Manager (Initiate, Plan, Execute, Close Process Groups)</li> <li>• Project Manager (Initiate, Plan, Execute, Close Process Groups)</li> <li>• Project Expediter (Initiate, Plan, Execute, Close Process Groups)</li> <li>• Project Coordinator (Plan, Execute, Close Process Groups)</li> </ul>
Student Job Aids:	<p>The student will be provided with the following job aids and class materials:</p> <ul style="list-style-type: none"> <li>• Student Guide</li> <li>• Key Reference Materials:             <ul style="list-style-type: none"> <li>○ <u>Project Process Overview Chart</u> – A chart describing the key facilitations and deliverables on a project.</li> <li>○ <u>Project Process Chart</u> – A chart describing the processes within each project facilitation</li> <li>○ <u>Project Roles &amp; Responsibilities</u> – A document describing project key roles and their key responsibilities</li> <li>○ <u>Project Management Guides</u> – A chart for each facilitation that describes the inputs, processes steps, and outputs</li> <li>○ <u>Project Process Step Guides</u> – A chart for each step that describes the objective, inputs, scope, and potential agenda</li> <li>○ <u>Glossary of Project Terms</u> – A document describing definitions key to the project management process.</li> <li>○ <u>Project Management Control Guides</u> – A document describing the key project management skill areas (risk management, cost management, etc.) including forms, roles, processes involved and key information needed to be successful with each skill.</li> </ul> </li> </ul>
Objective:	<p>Following this session the student will be able to:</p> <ul style="list-style-type: none"> <li>• Describe and leverage the key project roles in a project process</li> <li>• Perform the process steps in 8 key project facilitations</li> <li>• Describe the value of a charter and the key elements that set the foundation for a project</li> <li>• Compete the required key project documents</li> <li>• Demonstrate how other tools are helpful in completing the key project documents</li> <li>• Demonstrate how to use the Practitioner Guide to follow the facilitation</li> <li>• To prepare for decision points in the project</li> </ul>

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Benefits:	Employing these new skills will result in: <ul style="list-style-type: none"> <li>• The ability to follow a defined project process that assure that decisions are being at the right time with the right people</li> <li>• The ability to have effective project conversations that result in clear decisions which are recorded in the key project documents</li> <li>• The ability to assess risk of project results more effectively by assuring that the right Process Owners and all of the work is identified</li> <li>• The ability to leverage the right project structure</li> <li>• The ability to leverage SMART project objectives and success criteria</li> </ul>
Requirements:	Prior to the course, the student, <ul style="list-style-type: none"> <li>• Should have:             <ul style="list-style-type: none"> <li>○ Managed projects</li> </ul> </li> <li>• Must have:             <ul style="list-style-type: none"> <li>○ Read and performed the pre-class exercises</li> <li>○ Read the project role descriptions</li> <li>○ Reviewed the class business case</li> </ul> </li> <li>• Student should bring to class:             <ul style="list-style-type: none"> <li>○ A laptop capable of accessing the companies project management methodology and template documents</li> </ul> </li> </ul>
Duration:	4 days classroom training
Agenda Outline:	The course outline is as follows: <ul style="list-style-type: none"> <li>• Overview             <ul style="list-style-type: none"> <li>○ Project Management Background</li> <li>○ Project Roles</li> <li>○ Project Phases and Facilitations</li> <li>○ Course Overview</li> </ul> </li> <li>• Initiate Process Group             <ul style="list-style-type: none"> <li>○ Sponsor Facilitation – Develops or validates portions of a project Charter including: Leadership assignments, SMART project objective, constraint priority, and project governance.</li> <li>○ Stakeholder Facilitation Develops or validates the remaining portions of a charter including: success criteria, scope, schedule, budget, stakeholder management plan.</li> </ul> </li> <li>• Plan Process Group             <ul style="list-style-type: none"> <li>○ Deliverable Facilitation – Focuses on defining business requirements, deliverable, schedule, risks, to build the plan and to that controls the project execution.</li> <li>○ Task – Assures that work owners have assigned and allocated resources to the work, confirms the plan, and readies to being project execution.</li> </ul> </li> <li>• Execute Process Group             <ul style="list-style-type: none"> <li>○ Perform – Manages plan based on facts and creates corrective and preventative actions (CAPA) necessary to gain the project’s success criteria while controlling schedule and cost.</li> <li>○ Control – Audits completed project work and uses CAPA to manage changes on the project</li> </ul> </li> <li>• Close Process Group             <ul style="list-style-type: none"> <li>○ Learn – Gathers important project learnings to create a few valuable implementable ideas</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Close – Assures that the project is closed (archived) and scored using a scorecard.</li></ul>
Instructor:	<ul style="list-style-type: none"><li>● Mark Swiderski, PMP</li><li>● Marlene Dryja, PMP</li></ul>