

Applied Project Management (APM)

Duration: 5 Days (*PDU*s Earned = 35 *PDU*s)

SYNOPSIS

Master an enterprise project in just 5 days. This 5-day project simulation course combines lectures, hands-on activities, and individual and team assignments to let you experience managing a project from original concept to archiving the project documents. This course enables you to walk through a complete project management life cycle, including initiating, planning, executing, controlling, and closing. Discover and validate a full range of PMBOK-specific project management processes from project charter through project closure. You will produce standard project artifacts including the WBS, risk management plan, integrated change management plan, communications plan, schedule, and budget. Based on approval from the project sponsor through role-play presentations to the instructor, you will then manage the project in a simulated environment through to completion, including the formation and management of the project team, project tracking in MS Project, and regular project status reports to management. At the conclusion of the project, you will provide a closing presentation to the project sponsor that includes a thorough review of the results, lessons learned, and recommendations for improvements.

WHAT YOU'LL LEARN

- Build a business case for a project
- Develop the project charter and scope
- Get sign-off from sponsors and buy-in from stakeholders
- Build a successful project team
- Learn estimating techniques
- Create a project schedule that is realistic and manageable
- Track your project using MS Project
- Identify, analyze, quantify, mitigate, and manage risks
- Create project management plans for quality, communication, resources, and stakeholder management
- Develop an integrated change management plan
- Manage project change
- Close a project

WHO NEEDS TO ATTEND

Associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, product managers, and program managers.

HANDS-ON ACTIVITIES - PRACTICE CREATING THE FOLLOWING:

- Project charter
- Work breakdown structure
- Network diagram and identifying the critical path
- Resource assignment matrix
- Communication, quality, risk, cost, procurement, and change control plans
- Budget
- Status report for Schedule and Budget



COURSE OUTLINE

1. Laying the Foundation

- You will explore the Project Management Institute's (PMI) framework for project management including the life cycle processes and knowledge areas.

2. Defining a Project

- Understand the difference between projects, programs, and reoccurring activities. Build a business case for your project, understand the significance of the triple constraints, develop your project scope through the use of a project charter, and identify and start to manage stakeholder expectations.

3. Creating the Schedule

- You will learn the seven steps of successful planning and practice developing a work breakdown structure, effective estimates, diagramming a project, and identifying the critical path.

4. Planning for Quality

- Be sure that what you deliver is what your customers expect. Learn how to develop quality plans and methods for quality assurance and control.

5. Managing the Risks

- You will learn how to identify, assess, quantify, and manage risks through mitigation strategies and contingency planning.

6. Dealing with Vendors

- A project typically involves working with vendors for software, hardware, services, or staff. Learn procurement planning and how to solicit, select, and manage vendors.

7. Managing the Project

- Learn why baselining your project schedule can help as well as effective techniques to track and report progress. In addition, discover the importance of formal change control processes and managing organizational change as part of the project life cycle.

8. Closing the Project

- Getting the final deliverable to the customer is not the end of the project. Learn the best practices for formal signoff, conducting lessons learned, and why archiving project documents is such an important step for you and your organization.

9. Case Studies

- You will be given a realistic case study that will serve as the context for most of the exercises in the course. The case study project provides a basis for practicing new tools and techniques for managing the competing demands of a cross-functional project team, conflicting expectations among stakeholders, and significant, visible organizational impacts.

10. Exercises

- Work individually and on a team to write objectives, conduct stakeholder analysis, and develop a work breakdown structure and risk management plan for the case study project. Practice using estimating techniques, dependency analysis, and network diagramming. Use available progress information to determine the project's earned value. Consider various and competing expectations from stakeholders, including the customer, sponsor and team, as you develop and present plans to address expectations in ways that benefit the project.