



The Accidental Project Manager

Course Information and Outline

Course Duration: 2 days

Course Overview

This class is designed for individuals who may have significant business experience; however, they may not have previously held the formal role of project manager. Individuals attending this course will receive training in formal project management. Aligned with PMI's *PMBOK® Guide*, this course provides recommended project management skills and techniques. Group exercises involving project simulations reinforce the course material.

Learning Objectives

- Identify key project management terms and concepts
- Discuss project management activities throughout project phases
- Discuss tools and techniques to aid in successful projects

Business Outcomes

- Manage projects more efficiently by utilizing common project management techniques
- Increase organizational project management maturity through proven project management best practices
- Improve the success rate of completed projects

Course Structure

This course maximizes the educational experience through a combination of seminar-style discussions and numerous group exercises. Learners participate in a project management simulation that underscores the discussion.

Target Audience

This course is designed for anyone who is responsible for managing a project.

Prerequisites

Students taking this class should have the following background:

- Basic computer and software skills, in particular familiarity with Microsoft Windows and Microsoft Office applications
- Basic competency in Microsoft Word and Microsoft Excel

Course Outline

Training Overview

- Classroom Information
- Introductions
- Course Objectives
- Class Structure
- Milestone Consulting Group Education
- Course Lesson Map
- Simulation

Lesson 1: Introduction

- Why Project Management?
- Challenges of Project Management
- Three Resolution Types
- Project Management Statistics
- Project vs. Project Management Failures
- Summary

Lesson 2: The Project Manager's Role

- Project Management as a New Discipline
- The Project Manager's Role
- Who is a Project Manager?
- Project Interface Management Role
- Projects vs. Day-to-Day Business

- Organizational Characteristics
- Importance for Team/Technical Leaders
- Project Manager Knowledge and Skills

Lesson 3: Key Concepts

- What is a Project?
- What is Project Management?
- Project or Process?
- Project or Product?
- Process Groups
- Process Model of Project Management
- Project Lifecycle
- What is a Deliverable?
- Generic Project Lifecycle
- The Project Management Environment

Lesson 4: Startup and Initiation

- Business Needs
- Goals and Objectives
- SMART Objectives
- Project Success
- Critical Success Factors
- Stakeholder Analysis
- Project Charter
- Communication Plan
- Starting the Project
- Key Deliverables

Lesson 5: Building The Team

- Effective Teams
- Project Roles

- Team Strengths
- Team Procedures in Projects
- Team Norms/Ground Rules
- Your Team and Your Budget

Lesson 6: Risk Management

- Project Risks
- Risk Identification
- Risk Tolerance
- Risk Identification Techniques
- Risk Analysis
- Risk Response
- Risk Register

Lesson 7: Planning and Organization

- Planning Skills
- Project Scope
- In Scope and Out of Scope
- Statement of Work
- Documenting Assumptions
- Identifying Constraints and Risks
- Different Kinds of Scope
- Project vs. Product vs. Problem Scope
- Work Breakdown Structure (WBS)
 - Preparing the WBS
 - Building a WBS
 - WBS by Phase
 - WBS by System
 - WBS by Function
 - Work Packages
- Identify Milestones

- Define Interdependencies and Sequence
- Interdependency Types
- Develop the Schedule
- Scheduling
- Critical Path
- Compress the Schedule
- Project Management Plans
- Key Elements for Success
- Key Deliverables

Lesson 8: Project Execution

- Common Understanding and Ground Rules
- Team Kickoff
- Team Norms and Ground Rules
- RACI Chart
- Decision Making
- Primary Activities
- Progress Measurement Tools
- Team Progress Meetings
- Team Accountability
- Project Life Cycle Team Issues
- Key Deliverables

Lesson 9: Monitoring And Controlling

- Managing Change
- Environmental Factors Affecting Change Management
- Status Reporting and Status Meetings
- Communications/Tracking
- Managing Issues
- Managing Risks
- Identify Risk Vulnerabilities

- Other Monitoring and Controlling Resources
- Key Deliverables

Lesson 10: Project Closure

- How Do We Know When We're Done?
- Project Closure Activities
 - Contract Closure
 - Administrative Closure
- Post Project Review
- Key Questions
- Risks of Not Doing It
- Benefits of Doing It
- Key Deliverables