JMREiDgroup
targeted solutions

FUNDAMENTALS OF PROJECT MANAGEMENT

Learning Objectives

This hands-on one day program is designed to provide participants with essential project management skills.

By the end of this workshop participants will be able to:

- Articulate the five steps of the project management framework

- Apply the five steps to an upcoming project utilizing common project management tools

- Define the planning fallacy and its impact on project management

- Identify the preliminary thinking prior to initiating a project

- Define roles and responsibilities of key project stakeholders and discuss the importance of collaboration to better manage projects

- Define organizational culture and its impact on managing scope, quality, costs and dates

- Identify and quantify risks and explore risk-mitigating strategies

- Apply various time management tools to insure smooth project execution

- Describe the importance of formally closing projects, celebrating successes and completing lessons learned sessions

PROGRAM FLOW

KEY CONTENT AREAS

Welcome
- Introduction, Learning Objectives
- Best/Worst
- Planning an Event

Five Steps to Project Management
- Begin with the End in Mind
- Overview of Framework
- The Planning Fallacy and Implications
- Introduction to Common Tools

Initiate (Preliminary Thinking)
- Define Project Outcomes
- Establish Timelines and Milestones
- Identify Stakeholders
- Define Roles and Responsibilities
- Assess Cultural Implications
- Information Known and Needed
- Resources Required
- Assumptions
- Define Dependencies

Build the Project Plan
- Identify Actions
- GANTT Chart/RACI Chart
- Identify Risks and Mitigation Strategies

Communication Plan
- Importance
- Difference Between Status, Progress and Forecasting
- Common Project Tracking Techniques
- Impact and Input

Execute and Manage
- Review Progress
- Managing Time
- Managing Conflict
- Best Practices

Wrap Up
- Recognition and Celebration
- Capturing and Applying Lessons

Workshop Close