

GETTING PROJECT WORK DONE

Seminar 102

Seminar Overview

Working on a project? Working on multiple projects? Want to get control of your life? This seminar is designed to make both your life and your project manager's life easier. Learn those aspects of project management that are directly relevant to you: the activity performer. Learn how to accept a project activity, plan a project activity, and successfully complete a project activity –on time and on budget even if you have other work to do. Learn where to concentrate your time to ensure a successful project without busy work or rework. Discover the secrets to balancing multiple project activities and normal routine work. Learn how and when to delegate to achieve maximum results for yourself and your project.

This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™² Technology
- PMBOK® Guide¹ Aligned
- Developed by PMP¹s & AMA-Certified Trainers

Who Should Attend

This seminar is intended for both technical and non-technical staff members who perform work on projects. Functional and line managers whose staff is involved in project are strongly encouraged to attend.

| Project Team | Management | Disciplines |
|------------------------------|------------------------------|--------------------|
| Advanced Project Managers | Senior Managers | ✓ Technical |
| Project Managers | Business Analysts | ✓ Non-Technical |
| ✓ Architects & Group Leaders | PMO/Project Specialists | ✓ Pharma/Biomed |
| ✓ Developers and Staff | ✓ Functional & Line Managers | IT |

What's Covered

- How to define goals for your activity
- Plan work to maximum productivity
- Balance work across multiple projects and your normal functional activities
- Communication in the project environment
- Create achievable work estimates
- How to give and receive delegation
- Time management for project task performers
- Work Breakdown Structures (WBS)
- Successful Project Management Framework
- Discover what your boss really wants
- How to prioritize work and pipeline work
- Ownership
- Handling risky activities
- Muda-Free Zone™ work management
- Multiple-Activity Threading

Your Benefits

- Significantly reduce the time needed to get work done
- Do things right the first time
- Imbed quality into the project
- Improve your estimates
- Get control of the tasks
- Reduce fire fighting
- Develop your own tools to keep yourself organized.
- Create your own tools to stay organized
- Communicate better with your boss and your team
- Balance multiple project activities with routine work
- Get all your work done — on time.

SEMINAR SYLLABUS

Day 1

1. Introduction

We set the stage for success by examining the core concepts needed for getting project work done. We look at project quality, the purpose of work, and the core problems facing project management in your environment.

- Seminar Introduction
- Specific issues plaguing project work in your environment
- Work Flow in a Muda-Free Zone™
- Muda-Free Zone Basics

2. An Overview of Project Management

This module presents an overview of a successful framework to ensure all project team members understand their environment and are able to support the project.

- Project Management Framework
- Project Initiation
- Project Planning
- Project Execution and Control
- Project Closure

3. Defining the Activity

Understanding the work we're asked to do is critical to successfully completing that work. This module examines the concepts and components of proper activity definition leading to full activity ownership.

- Detailed Work Package Dictionary
- Defining Goals and Deliverables
- The Complete Activity Checklist
- Accepting Ownership

4. Planning the Activity

Once we understand the what's expected, we can plan our execution. Designed specifically for project task performers, this module incorporates the core concepts of project planning and applies them to project activities.

- Building your own Muda-Free Zone WBS
- Defining Muda-Free Zone Milestones
- Developing your Plan and Schedule
- Activity Threading™²

SYLLABUS (CONTINUED)

Day 2

5. Estimating the Activity

Once we understand the work, we can properly estimate it. This module examines the basics of estimating, how to handle risky or unknown estimates, and how to communicate estimates.

- Estimating Basics
- Level of Effort v Duration Estimates
- Distractions, Fire-Fighting, and Other Activities
- Handling Risky Estimates
- Communicating your Estimates

6. Accepting and Delegating Ownership

True ownership is at the core of getting work done in a Muda-Free Zone. It is also the core of proper delegation. Learn how to both accept and delegate ownership to ensure your activity will be done on time and on budget — without losing sleep.

- Delegating Work
- Delegating and Accepting Ownership
- Obtaining Estimates
- Staying on Top of the Delegated Action
- Accepting the Deliverable

7. Communication and Status Reporting

Learn what and how to communicate to our project manager and project team mates — without taking a lot of time.

- The Need for Communication and Status Reporting
- The Weekly Status Meeting
- Communicating Progress

8. Closing the Activity

In this module, we examine how to formally and completely transfer completed deliverables and obtain closure on our activity.

- Quality Control Checks
- Completing the Checklist
- Transferring the Completed Deliverables
- Communicating Status

Seminar Logistics and Pricing

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

| | |
|--|----------------------------|
| Duration: 2 Days | Prerequisites: None |
| Max Attendees: 20 | PDUs: 12 |
| <p>All Ally seminar fees include travel for the seminar leader inside the continental US, attendee's seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required. Allibus corporation is not a PMI registered provider, however this seminar is eligible for PDU's. Enter your PDU's under category 4. Ally will provide proper documentation upon successful seminar completion.</p> | |

1. PMBOK Guide, PMI, PDU, and PMP are registered trademarks of the Project Management Institute.
2. Muda-Free Zone and Activity Threading are trademarks of Allibus Corporation

