

## **THE ASSOCIATE PROJECT MANAGER**

### *Seminar 111*

#### **Seminar Overview**

Designed for project coordinators or anyone wanting to learn more about project management, this seminar presents principles and practices of basic project management. You'll learn the language of project managers, the key factors needed for project success and the practices used to achieve that success. You'll learn how to develop your own intra-departmental or personal project plans, develop a critical path, and track your own projects.

This seminar is perfect for project coordinators or people running projects within a department, or staff members who want to take on more responsibility. Through the seminar, you will develop your own project plan.

This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™<sup>2</sup> Technology
- PMBOK® Guide<sup>2</sup> Aligned
- Developed by PMP<sup>1</sup>s & AMA<sup>3</sup>-Certified Trainers

#### **Who Should Attend**

This seminar is designed for project coordinators, staff members and group leaders who run smaller, intra-department projects, or individuals who simply want to take on more responsibility or learn more about project management. Individuals serious about becoming project managers should attend seminar 113, "Successful Project Management".

<b>Project Team</b>	<b>Management</b>	<b>Disciplines</b>
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**

- Project models and frameworks
- Work Breakdown Structures (WBS)
- Project scope definition
- Project change management
- Precedence diagramming
- Critical Path Methodology
- Activity estimating
- Delegation and activity definition
- Muda-Free Zone™ work plans

#### **Your Benefits**

- Improve your own work planning activities
- Develop clear objectives for your own projects
- Improve your delegation
- Determine what's time-critical and what's not
- Improve the accuracy of your estimates
- Handle larger activities with confidence
- Be able to track your progress with more accuracy
- Handle the changes that work and life throws you

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## **SEMINAR SYLLABUS**

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### *Day 1*

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#### **1. Foundations for Success**

Our journey begins with an basic understanding of project management principles, terminology, and a project framework.

- Identify specific issues plaguing PM in your environment
- Establish a common language
- Project management standards
- A project management framework

#### **2. Defining our Project**

Project definition is the first step in managing any project or work activity.

- Finding the stakeholders
- Writing project objectives and requirements
- Building quality into your project -- creating a muda-free zone.

#### **3. Develop the Project Work Plan**

Simple, yet powerful techniques allow us to develop a solid plan to achieve our goals. Once our work is developed, we learn the concepts of good estimating techniques, precedence diagramming and critical path methodology

- The Work Breakdown Structure (WBS)
- WBS templates
- The work package dictionary
- Keys to good estimating
- Duration and level-of-effort estimates

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### *Day 2*

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- Precedence diagram and the Critical Path
- Establish the flow of work
- Create the precedence diagram and identify the critical path
- Using the critical path to ensure success and a muda-free zone execution.

#### **4. Project Execution and Control**

With our plan developed, we can now begin execution.

- Project control cycle
- Staying on track
- Keeping in touch
- Project change management - preventing scope creep

#### **5. How to Close a Project**

We complete our project by ensuring our client is happy.

- Ensuring client acceptance
- What did we learn from our project?

## **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.

<b>Duration: 1.5 Days</b>	<b>Prerequisites: None</b>
<b>Max Attendees: 20</b>	<b>PDUs: 9</b>
<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 PDUs under category 4. Ally will provide proper documentation upon successful seminar completion.</p>	

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2. Muda-Free Zone and Activity Threading are trademarks of Allibus Corporation
3. AMA is the American Management Association, International

