

SUCCESSFUL PROJECT MANAGEMENT

Seminar 113

Seminar Overview

Designed by seasoned, experienced PMP®s, this 3-day seminar steps through the full life cycle of project management. Targeted for serious project managers who need to handle tough projects, this seminar covers the basics of project management, including requirements writing, work breakdown structures, and planning techniques, then introduces phase/gate reviews, work packages, risks and other advanced topics. Learn to develop strong cross-functional teams, create solid project scope statements, handle changes and scope creep, build and keep your senior management support. This seminar incorporates:

- ☑ Modern Adult Learning Theory
- ☑ Muda-Free Zone Technology
- ☑ PMBOK® Guide¹ Aligned
- ☑ Developed by PMP¹s & AMA²-Certified Trainers

Who Should Attend

This seminar is intended for project managers running medium-to-large scale and cross-functional projects. Functional managers, line managers, and architects who work as group leaders on projects and are responsible for developing parts of projects or sub-projects should also 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

- Project models and frameworks
- How to write project requirements
- Building the project team in project and matrix environments
- Techniques for developing Muda-Free™ estimates for both time and money
- The Work Breakdown Structure (WBS), including work packages and project phases
- Gantt Charts, precedence diagrams and Critical Path Methodology (CPM)
- Resource management tools
- Use CPM to balance resources between project and functional responsibilities
- Project change management
- Communicating to the project team, clients, senior management, and stakeholders
- How to handle project risk and change management to prevent scope creep

Your Benefits

- Distinguish achievable goals from un-achievable goals
- Develop a project scope that generates buy-in from senior managers and stakeholders
- Get your projects done on-time, every time.
- Work with functional managers to balance resources across the organization
- Create a successful plan — even with difficult and high-risks projects
- Handle changes throughout the full project life-cycle
- Do things right — the first time
- Reduce or eliminate poorly-defined requirements
- Build and maintain senior management support
- Reduce waste: build a Muda-Free Zone™ project plan
- Develop strong project teams, both inside your department and across departments

SEMINAR SYLLABUS

Day 1

1. Foundation for Success

The first module focuses on establishing a solid foundation for project management and the seminar. We establish a common language, identify common and specific problems facing project managers, and review project frameworks.

- Project quality defined
- Identify specific issues plaguing project management in your environment
- The purpose of work
- Triangle of Balance
- A project management framework
- PMI Standard
- Establish a common language
- Muda-Free Zone™ technology

2. Define Project Scope and Requirements

Project scope definition is probably the least understood area within the common project management frameworks. In this second module, we examine successful techniques for developing a solid project scope.

- Defining the initial project team
- Align your projects with organizational objectives
- Ensure client, senior management, and stakeholder buy-in and agreement
- The Project Charter
- How to write and review project requirements
- How to handle fuzzy requirements
- Build quality into your project — creating a Muda-Free Zone™

3. Develop the Project Work Plan

Once the project scope is developed and agreed-upon, the project manager works with their team to develop the project work plan. Here, we examine the work breakdown structure, work packages, and project phases.

- Build a Work Breakdown Structure (WBS) that creates a Muda-Free Zone™
- The rules for breakdown structures
- WBS formats and templates
- Deliverables-Based WBS
- Employ a Work Package Dictionary to build quality into your project
- Identify project phases to ensure senior management support

Day 2

4. Identify and Build your Project Team

The project team must be cohesive and productive. Learn how to develop and maintain a solid project team even in a matrix environment.

- Handling projects in a matrix environment
- Project leadership
- Communication
- Motivating team members
- Align the right skills for the project's activities
- Identify and handle conflict
- Managing staff which doesn't report to you
- Get your team working together — fast!

5. The Precedence Diagram and the Critical Path

The project precedence diagram and critical path provide the project manager with the tools they need to handle changes, focus the right resources, and handling high-risk issues easily and proactively.

- Different types of estimates
- Establish the flow of project work
- Types of dependencies and task relationships
- Create the precedence diagram and identify the Critical Path
- Using the critical path to ensure success and Muda-Free Zone™ execution

Day 3

6. Estimating Work

Estimating does not need to be guess-work. Learn the secrets to successful task estimating.

- The keys to good estimating
- The five rules for estimating
- Qualifying estimates
- Top-Down and Bottom-Up estimating
- Analogous and Parametric estimating techniques
- PERT and Three-Point estimating techniques
- How to identify and handle poor estimates
- Fine-Tuning estimates
- Early estimating techniques

7. Communicating the Project Management Plan

Once your project plan has been developed, learn to communicate the plan to generate buy-in and acceptance.

- Determine stakeholder communication needs
- Charting, graphics, and other communication formats
- Communicating with clients, senior managers, and other stakeholder
- Gantt charting, and milestone charts
- Resource histograms

8. Project Execution and Control

Simple, yet effective project control helps the project manager know where to spend their time to ensure success without losing sleep. Learn the techniques for successful project execution and control.

- Types of project control methods
- The project execution cycle
- Identifying problems before they become problems
- Project status meetings
- Tracking techniques with Gantt charts
- Project change management — preventing scope creep
- Ensuring client acceptance

9. How to Close a Project

Probably the highest return on investment in project management today, the project closure, including lessons learned helps ensure success for your next projects. Learn the techniques for handling lessons learned as well as administrative and stakeholder closure for your projects.

- Conducting a lesson's learned session
- Administrative closure
- Incorporating lessons learned into your next projects

Seminar Logistics

Bring this seminar in-house: Prior to your seminar, Ally will conduct a phone Seminar Alignment Conference (SAC). 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.

All seminars offer a fixed, simple fee structure. Call for details.

Duration: 3 Days	Prerequisites: None
Max Attendees: 20	PDUs: 20
Open Enrollment: \$1395.00	Check Ally's web site for dates and locations. Group and early-bird discounts are available.
All Ally seminar fees include attendee's seminar materials, SAC, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required.	

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2. AMA represents the American Management Association, International.

