

PROJECT METHODOLOGY DEVELOPMENT

Seminar 132

Seminar Overview

Established and reliable methodologies are the heart of successful project management environment. Based on proven maturity models and standards, this seminar will help you create a methodology that works for your culture and project portfolio.

The repeatable project process is the core of all established maturity models. The Software Engineering Institute (SEI) Capability Maturity Model (CMM) and Capability Maturity Model Integration (CMMI), and the Project Management Institute (PMI®) establish its concept early. This seminar incorporates these models to aid in both the framework and implementation of methodology development.

Developing a project methodology is, itself, a project. In this seminar, we follow the project methodology development project from inception through successful rollout and continuous improvement. Developed by seasoned consultants who specialize in methodology development, this seminar captures the secrets to quick and reliable methodology development, offers best practices, and highlights advanced technologies in continuous process improvement, and Muda-Free Zone™ project management. This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™² Technology
- PMBOK® Guide² Aligned
- Developed by PMP¹s & AMA³-Certified Trainers

Who Should Attend

This seminar is designed for project managers with at least three (3) years of experience who have developed sufficient skills demonstrate consistent success running projects. Appropriate attendees will have taken and applied basic project management skills, and taken at least two (2) classes in the senior project management curriculum. Project managers and senior managers who will participate or be involved in methodology development are also invited 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

- A template for methodology development
- Characteristics of a successful methodology
- How to allow flexibility while maintaining consistency
- Techniques for capturing best practices
- Developing a successful rollout plan
- Obtaining buy-in on your development and methodology
- Obtaining senior management support
- How to maintain your methodology after deployment

Your Benefits

- Get buy-in on your project and methodology
- Allow PMs to develop their own style while ensuring consistency
- Improve communication up, across and down the organization
- Capture and exploit best practices
- Significantly reduce project failures
- Ease hiring restrictions
- Get PMs up to speed more quickly
- Run multiple projects simultaneously with success

SEMINAR SYLLABUS

Day 1

1. Foundations of Methodology Development

In our first module, we examine the foundations necessary for a successful project methodology rollout.

- The goals of a project methodology
- Identify specific issues plaguing PM in your environment
- Establish a common language now and in the future
- Methodology standards and project management maturity models
- Methodology development and rollout strategy

2. Methodology Development Scope

Like all projects, our first task is to develop the scope of our methodology development project. In this module, we review the organization's strategic plan, culture, environmental factors, and strategies to ensure our methodology aligns with our short and long-term objectives. This not only ensures a more successful rollout, it significantly helps create senior management buy-in.

- Capturing organizational objectives
- Interviewing techniques
- Tying methodology objectives to organizational objectives
- Establishing our project goals and objectives
- Incorporating maturity models and standards
- Obtaining buy-in from all stakeholders

3. The Methodology Development Plan

In this module, we develop our project plan for developing a sound methodology.

- Developing a scope statement
- Planning for the rollout
- Planning for communication
- Planning for risk and change management
- Phases for methodology development
- The Methodology WBS

Day 2

4. Capturing and Mapping the Baseline

Our next step is to determine where we are. In this module, we look at techniques and tools for capturing and mapping our existing, perhaps undocumented, processes and procedures.

- Process mapping techniques applies to project methodology
- Capturing current practices
- Capturing best practices
- Developing the current process map

5. Developing the Methodology

Now we have the "as-is" condition. Now we can exploit best practices, develop improvements, and prepare our

methodology

- Process improvement techniques
- Exploiting best practices
- Validating improvements
- Obtaining buy-in on the new methodology
- Developing methodology documentation

6. Creating the Tools and Templates

Before we can rollout our new methodology, we have to create the necessary tools and templates to make the methodology easy to use. In this module, we examine how to create forms, facilitate information flow, and generate templates that ensure consistency, yet allow appropriate flexibility and creativity.

- The purpose of checklists, forms, and templates
- Consistency vs. creativity
- Creating forms and checklists
- Creating templates

Day 3

7. Preparing for Rollout

The methodology is ready. It's time to plan for the rollout. In this module, we examine cultural resistance, communication requirements, senior management issues, and initial tracking techniques.

- Preparing for cultural resistance
- Validating the methodology with senior management
- Developing the overall rollout strategy
- Developing the rollout communication plan
- Final rollout preparations

8. Implementing the Methodology

It's time for rollout.

- Initial kickoff
- Training
- Piloting
- Tracking
- Initial results and communication

9. Post Implementation Tracking and Review

Once rollout begins, so must tracking. In this module, we examine how to track the progress of the rollout, capture successes and opportunities, prepare for modifications and continuous improvement management.

- Establishing initial trends
- Measuring acceptance and resistance
- Capturing lessons learned
- Developing and implementing a continuous methodology improvement cycle

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: 3 Days	Prerequisites: Senior Project Manager^a
Max Attendees: 20	PDU's: 18
<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>	

- a. Attendees should have a minimum of three (3) years experience applying formal project management plus have taken a minimum of two (2) seminars at the senior project management level.

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
3. AMA is the American Management Association, International

