

## **PROJECT MANAGEMENT FOR EXECUTIVES**

### ***Seminar 191***

#### **Seminar Overview**

Developed specifically for senior executives, this seminar presents the understanding and tools senior executives need to effectively select, prioritize, monitor and oversee all the projects and programs in the organization's portfolio. You will discover how to ensure each project adds value and uses a minimum of resources while still achieving the project's organizational objectives. Learn how to focus your resources to your highest-return projects.

Using a well-established framework, you'll discover the importance of key project management practices and how to use them to achieve project success. You'll be able to stay on top of your entire project and program portfolio, know when projects are in trouble, re-prioritize based on real business needs, and oversee projects and programs with confidence. This seminar incorporates:

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

#### **Who Should Attend**

This seminar is intended for senior-level executives providing organizational direction and oversight. Business analysts are also encouraged to attend to broaden their understanding of organizational portfolio management.

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

#### **What's Covered**

- Project management framework
- Roles and responsibilities in a project environment
- The goal of project management
- The role of senior management in a project environment
- Project selection techniques
- Handling changes in organization's environment
- Project prioritization techniques
- Project monitoring and controlling
- Handling change in a project
- Managing risks across the portfolio

#### **Your Benefits**

- Identify and eliminate non-value-added projects
- Prioritize projects based on organizational-level goals
- Adapt our projects to environmental changes
- Focus resources to achieve maximum efficiency
- Align projects with strategic objectives
- Maximize the use of your valuable resources
- Balance cost, quality and schedule across the organization's portfolio

## **SEMINAR SYLLABUS**

### **1. Introduction**

In this introductory module, we begin our core of understanding by presenting a well-established project management framework. We examine the primary organizational objectives of project management itself, and, therefore, the definition of project quality. We also introduce the common language of the project management discipline.

- The Goal of Project Management
- Project Quality Defined
- Identify specific issues Plaguing Project Management in your Environment
- Establish a Common Language

### **2. A Project Management Framework**

We expand our core of understanding in this module by reviewing the actions the project team takes throughout the project life cycle. Through our journey, we begin to establish formal roles and responsibilities of key stakeholders, including the project manager, senior management, project sponsor or champion, functional managers, and other key stakeholders.

- Project Definition, Selection, and Prioritization
- Project Planning
- Project Execution and Control
- Project Closure

### **3. Roles and Responsibilities**

We now examine primary roles and responsibilities of the key project stakeholders, including the project manager, senior management, sponsors and champions, functional managers, supervisors, and other key project stakeholders.

- Role of the PM
- Role of Senior Management
- Project Sponsors and Project Champions
- Role of Functional Management
- Role of Other Key Stakeholders

### **4. Selecting and Prioritizing Projects**

Senior management, as part of their key role in a project environment, must select and prioritize projects across the portfolio. This module introduces the common successful techniques for developing a project/program prioritization methodology.

- Project Selection Techniques
- Project Prioritization Techniques
- Balancing Cost, Time, and Quality across the portfolio
- Activity Threading and Pipelining

### **5. Project Oversight**

Project oversight is also a key function of the senior manager. In this module, we look at specific roles, responsibilities, tools and techniques for providing project oversight.

- The Executive's Role During Project Execution
- Handling Changes in Projects and the Portfolio

## **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 Day</b>	<b>Prerequisites: None</b>
<b>Max Attendees: 20</b>	<b>PDU's: 6</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 PDU's under category 4. Ally will provide proper documentation upon successful seminar completion.</p>	

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3. AMA represents the American Management Association, International.

