

PROJECT MANAGEMENT FOR FUNCTIONAL MANAGERS

Seminar 193

Seminar Overview

The functional and line managers offer critical support for any project. This seminar is designed especially for you. Learn to balance resources – not only for your own work, but cross the multiple projects that constantly absorb your valuable resources. Discover how simple Muda-Free Zone™ tools and concepts, integrated with the tools and skills you already possess can ensure that your work gets done, and the project work gets done – all one time.

Using a well-established framework, you'll discover the importance of key project management practices and how to use them to ensure project success, and still get all your work done. You'll be able to stay on top of your entire project and program portfolio, know when projects are in trouble, rebalance resources to handle changes, and oversee projects and internal activities with confidence. 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 specifically for functional and line managers who need to support projects. Architects and group leaders also are encouraged to attend to enhance their ability to manage their groups. Advanced project managers, PMO members and project specialists are also encouraged to attend to aid in defining methodologies and organizational integration.

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 management framework
- Roles and responsibilities in a project environment
- Muda-Free Zone™ resource balancing techniques
- Building quality into the project
- Work package definition
- The role of functional management in a project environment
- Defining the quality of work
- Balancing resources between project work and functional work
- Handling changes Work estimating
- Activity Threading™

Your Benefits

- Improve communication between functional managers and project managers
- Get work done right the first time
- Improve long-term, medium-term, and short-term resource planning
- Clarify transfers between project and functional activities
- Improve the standards of your own work, and of project work
- Significantly reduce rework and wasted work
- Maximize the use of your valuable resources
- Balance cost, quality and schedule across your projects and internal activities

SEMINAR SYLLABUS

1. Introduction

In this introductory module, we develop a 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 Management Standards
- Project Quality Defined
- Muda-Free Zone Technology
- Establish a Common Language
- A Project Management Framework

2. Project Definition, Selection and Prioritization

We now examine the role of the functional manager during the initial stages of our project framework.

- Role of the Functional Manager during Project Definition, Selection, and Prioritization
- Early Estimates
- Quality Planning
- Long-term Resource Planning

3. Project Planning and Scheduling

The functional manager's involvement increases during project planning and scheduling. Here, the functional manager ensures that the work being done by his/her department meets both the project's and organization's quality standards and follows accepted practices. This allows us to develop detailed work package definitions and work estimates.

- Work Package Definition
- Quality Standards
- Process Standards
- Detailed Work Estimates
- Medium-Term Resource Planning

4. Balancing Resources during Project Execution

Once our project begins, resource allocation become critical. In this module we examine techniques for balancing resources among projects and internal functional activities.

- Work Estimating
- Time-Critical v non-Time-Critical Activities
- Transferring Resources Among Projects and Internal Work
- Resource Balancing Techniques
- Activity Threading™

5. Project Control

Finally, we look at communication, control and change management

- Communication in the Project Environment
- Building quality into the Project
- Handling Changes in the Project Environment

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: 1 Day	Prerequisites: None
Max Attendees: 20	PDUs: 6
<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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3. AMA is the American Management Association, International

