

FUNDAMENTALS OF PROJECT MANAGEMENT

Overview

Workplace success often boils down to execution. In this workshop, learn the practical tools and principles necessary for superior, step-by-step project management. Receive our highly effective approach to project management centered around nine core topics (and addressing the overall context, roles, processes, and skills needed for successful project execution). Make the overall approach and its underlying concepts come alive by practicing project management techniques through structured classroom exercises.

Who Should Attend

Professionals interested in learning the fundamentals of successful project management.

Benefits and outcomes

- How to follow the project execution process
- How to develop the project team
- How to create a clear, focused project plan
- How to build client relationships
- How to manage project changes – and close them with success
- How to act as a project manager – and a leader
- How to plan and employ the proper concepts for closing a project with success
- Adhere to schedule requirements and budgetary guidelines
- Reduce project costs and increase profit margins
- Increase productivity and project team member satisfaction
- Receive a wealth of tools to help you accomplish your project goals
- Enhance your performance – and your reputation as a superior project manager

Program Curriculum

Module 1: Project Initiation and Initial Approval to Process

- Project initiation
- Eight critical success factors for project managers
- Assessing risk
- Steps needed to prepare for a negotiation
- Behavior tendencies influencing interactive style
- Your versatility

Module 2: Developing the Project Team

- The high performance learning-action-yield framework
- Building commitment for your project

Module 3: Creating the Project Plan

- Visionary project leadership
- Workplan guiding principles
- Creating the project plan
- Affinity diagramming
- Tree diagramming: Work breakdown structure
- Creating precedence diagrams – when is it going to be done?
- Developing a schedule
- Gantt chart: wooden structure
- Adding constraints
- Auditing the schedule – is it realistic?
- Establish financial controls – how will we control costs?
- The basic feedback loop of control
- Measuring progress

Module 4: Gaining Endorsement of the Project Plan

- Endorsing the project plan
- Guidelines for gaining full endorsement

Module 5: Executing the Project and Managing Change

- Impact of change on the project manager
- Specific types of project risk and change
- Questions we should ask, and get satisfactory answers for in project reviews
- Outline for a project change management process
- Crafting a response to change
- Managing resistance and conflict
- Deliverables for the entry stage
- Guidance to setting expectations
- Creating a client communications plan

Module 6: Closing the Project

- Project closure concepts
- Planning for closure
- During the project – ongoing closure
- End of project – closing the project

Module 7: The Project Manager as a Leader

- Major responsibilities of the project manager
- Tips and techniques for managing communication and work
- Overcoming delegation problems
- Project member involvement
- Goal of project leadership: Empowerment

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