

Manage Project Professionally & Preparation for PMP CertificationSM, 35 PDU's Course deliverables

Course Objectives

Duration: 35 Hours (4 Days)

1. To learn "World's best project management practices" based on PMI's PMBOK[®] 4th edition guidelines
2. To prepare participants for PMP[®] Certification

Key Benefits:

PMCC training shall enhance participant's knowledge & skills to:

1. Integrate project objects with organizational goals
2. Create and define project scope
3. Identify risks, quantify risks, prioritize risks and to develop risk response plans
4. Develop scope, schedule, cost and quality baselines
5. Manage project team and stakeholders
6. Assign roles, responsibility and authority to project team
7. Develop communication plan
8. Manage identified risks, constraints and assumptions to implement project plan
9. Integrate, Monitor and control changes to scope, time, quality and cost, objective variances within tolerance limits
10. Formally close projects and handover project product, service or results to customer and end users successfully

Target Audience:

This course will best suit any middle / senior level managers across functional departments.

Day-wise Course Contents - Day 1:

1. Project Management Framework:
 - 1) To understand "From where the project requirements emerge from?"
 - 2) To understand "Why projects fail, despite our best efforts?"
 - 3) To understand "what are the roles of portfolio, program and project managers"
2. Project Management Life Cycle:
 - 1) Introduction to 9-Project management knowledge areas
 - 2) Introduction to the 42-Project management processes
 - 3) Integration of 42 Project management processes within 5-Process groups
3. Factors those influence projects:
 - 1) Enterprise environmental factors
 - 2) Organizational process assets
 - 3) Triple constraints
 - 4) Project team's expertise
 - 5) Life cycle cost
 - 6) Project life cycle

Day - 1 cont...

- 7) Project stakeholders
 - 8) Organizational structure
 - 9) Project management office
4. Develop project management plan: “Deciding methodology to efficiently plan, execute, control and close project”
5. Develop project scope baseline:
- 1) Capture Requirements: “deciding methodology to gather requirements, plan, define and document requirements”.
 - 2) Define Scope: “deciding what work is required to be accomplished by the project team to build product or provide service”.
Decide how team will satisfactorily meet project requirements faster, better and cheaper and document them in project scope statement to establish common understanding among project stakeholders.
 - 3) Create WBS and WBS dictionary to document the total project scope of work
 - 4) Class room practice to create WBS
 - 5) Question session on scope management
6. Develop project schedule baseline:
- 1) “How to develop project schedule baseline”. This includes:
 - a) Develop schedule milestone
 - b) Define activities for each work package
 - c) Estimate resource requirements through resource breakdown structure.

Day - 2:

- d) Develop project network through standard PDM, or ADM techniques
 - e) Estimate duration of activities by using PERT techniques
 - f) Develop project schedule by using standard methods e.g. CPM, Crashing, Fast tracking, Cost-Time tradeoffs, Resource-Time tradeoffs (Resource levelling), Critical chain, Multitasking etc.
- 2) Class room practice to develop project schedule
- 3) Questions sessions on time management
7. Develop Project Measurement Baseline:
- 1) Estimate cost/effort at work package level and at the project level
 - 2) Develop Project Budget
 - 3) Question session on cost management
8. Plan Risk Responses: “deciding how to” approach, plan, and execute the risk management activities for project, since careful and explicit planning enhances the possibility of success of the risk management processes.
- This includes:
- 1) How to prepare project risk management planning (risk policy) describing, “how risk management will be structured and performed on the project?”
 - 2) How to categorize and identify risks prepare 'Risk Breakdown Structure?’
 - 3) How to develop “Qualitative risk analysis?”
 - 4) How to develop “Quantitative risk analysis” by using normal distribution techniques.
 - 5) How to develop strategies for both “Negative risks (Threats) and Positive Risks (Opportunities)”
 - 6) Class room practice sessions to identify risk and quantify risks
 - 7) Question sessions on risk management
9. Plan quality, develop quality benchmark, cost of quality and Question session on quality management.

Day - 3:

10. Earned Value Management techniques for integrating, monitoring and controlling project scope, time and cost performance of the project. Process includes understanding how to develop:

- 1) Planned values (PV, and BAC),
- 2) Status report (EV, and AC),
- 3) Progress report (SV, and CV)
- 4) Performance reports (SPI, SV%, CPI, and CV %)
- 5) Forecast & trend analysis report (ETC, EAC, and VAC) at the level of 'work package", project phase, and project.
- 6) Class room practice on EVM
- 7) Questions session on EVM.

11. Plan human resources; develop Responsibility assignment matrix RAM, Staffing plan and Question session on human resource management and leadership skills.

12. Plan communications and develop communication management plan and PMI's and Question session on Comm. Mgmt.

13. Plan Procurement and Conduct Procurement decide the type of contracts, evaluation criteria, develop procurement documents. Process to conduct bidder conferences, select sellers and Question sessions on procurement management

14. Project initiation:

- 1) Develop Project Charter
- 2) Identify Project Stakeholders

Day - 4:

15. Role of a manager to direct and manage project execution work and Question session on project execution

16. Role of a manager to assure quality compliances and reduce cost of quality and Question session on quality assurance

17. Role of a manager to acquire project team, build team, manage team and manage stakeholders: to increase efficiency and effectiveness of project team to improve project performance and Question session on building team

18. Role of a manager to distribute Information and to assure relevant information is communicated to all stakeholders, stored and retrieved as per the communication plan.

19. Role of a manager to monitor and control project work and Question session on controlling project work

20. Role of a manager to integrate change control and Question session on integrated change control

21. Report performance of project to stakeholders

22. Verify Scope and obtaining acceptance from customers Question session on scope verification

23. Control scope, schedule, cost and quality including Question session on managing changes

24. Administer procurements to effectively managing and control the seller's performances as per the contractual requirements including Question session on contract administration

25. Role of a manager to monitor and control project risks, performing risk audit, risk reviews and update risk registers

26. Role of a manager to formally closing project and closing contracts including Question sessions on closing processes

27. Class room discussion on how to apply processes in organization, prepare for PMP and apply for PMP certification