RGFreeman group

Project Management for Non-Project Managers
Two Day Workshop – Course # PM27

Summary

Everyone finds themselves managing a project from time-to-time at work, at home, or on some type of service project. Often our approach is haphazard and leads to rework, inefficiencies, and missed project deliverables. Applying a few project management techniques, even in modest measure can result in significant improvements in project results, saving money and time, while delivering more of the intended results at a higher quality than would likely be achieved by simply winging it. This class introduces the most important aspects of project management in a way that can be easily put into practice on any project. Although it is not designed to be a course that leads to certification, the material conforms to, and is based on the Guide to the Project Management Body of Knowledge (PMBOK), 6th edition.

Approach

The approach will be facilitated with a combination of theory and hands on practice with common project management tools and techniques, with exercises based on examples that are reachable and familiar to the students.

Duration

2 days

Who Should Attend?

This course is intended for anyone wishing to learn the basics of project management so they may apply the techniques to personal and smaller business projects. For anyone who is considering a career in project management this course serves as a basic introduction to the field.

Seminar Outline:

This seminar exposes participants to the most central of the generally accepted project management processes as defined in the *PMBOK® Guide, 6th Edition.* Participants will also be introduced to some project management tools. Specifically they will learn:

1. **Introduction**
- Project Management Triple Constraint
- Project Management Plan
- Challenges to Effective Project Management
- Constraints and Assumptions
- Projects, Deliverables, Activities and Processes
- *Exercise – Identify projects you have worked on*

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2. Stakeholder Management
- The Purpose of Stakeholder Management
- Project Stakeholder Management Proceses
- Who Are Your Stakeholders?

3. The Identify Stakeholders Process
- Stakeholder Register
- Power/Interest Grid
- Class Discussion
- *Exercise – Prepare a stakeholder register*

4. Plan Stakeholder Management Process
- Stakeholder Management Plan

5. Manage Stakeholder Engagement Process
- Knowing Your Stakeholders
  o Cultural Considerations
  o Diversity
  o Virtual Teams

6. Control Stakeholder Engagement Process
- *Exercise – Sensitive Conversations*
- *Class Discussion*

7. Introduction To Project Communications Management
- Challenges of Project Communications Management
- *Class Discussion*

8. Project Communications Processes
- Dimensions of Communication
- Important Communication Skills
- Sender-Receiver Models of Communications
- Where Does Meaning Come From?

9. Plan Communications Management
- Plan Communications Management
- Communications Management Chart
- *Exercise – Create a Communications Planning Matrix for a project*

10. Manage Communications
- *Exercise – Active Listening*
- Emotional Intelligence (EQ)

11. Project Scope Management
- Triple Constraint
- Scope Management Processes `
- Define the Project Scope

- o Project Scope Statement
- o Work Breakdown Structure (WBS)
  - WBS Format 1 – Org Chart
  - WBS Format 2 – Outline
  - WBS Format 3 – Mind Map
- *Exercise – WBS*
- Validate Scope
- Control Scope

12. Project Schedule Management
- Defining Activities
- Sequence Activities – Dependency and Precedence Relationships
- Estimate Activity Durations
- Critical Path
- *Exercise – Critical Path*

13. Project Cost Management
- Estimating Costs
- Determine Budget

14. Class Wrap-up