

Course duration

- 3 days

Course Benefits

- Learn guidelines for project initialization and prioritization
- Learn Project Execution Methodology
- Learn to measure and control project variance
- Learn about Project Closure Reporting and Archiving Processes
- Learn about selecting a Project Management Methodology
- Learn about managing multiple projects simultaneously
- Learn to assess and respond to Stakeholder Change
- Learn to scale Project Management to meet the needs of the project

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Project Selection and Initiation
 1. Initiating Projects
 2. When Do Projects Start? Defining the Project Life Cycle
 3. Tips for Defining the Start of a Project
 4. Considerations for Initiating Projects
 5. Strategic Planning
 6. Prioritizing Projects
 7. Selecting Projects
 8. Key Elements of the Initiating Process
 9. Guidelines for Project Initiation
2. Project Execution Methodology
 1. Project Execution Methodology
 2. Starting Project Work

3. The Value of a Good Start
4. Ensuring a Successful Start to Project Work
5. Stakeholder Commitment and Team Resources
6. Inhibitors to Future Success and How to Deal with Them
7. The Process for Commencing Project Work
8. Getting Work Done
9. Facilitating Project Work
10. Communicating Work Expectations
11. Managing Issues and Action Items
12. Key Learning Points
13. Progress, Status, and Forecasting
14. Capturing Progress
15. Updating the Schedule
16. Forecasting - Predicting Future Project Work
17. Recognize Process Groups
3. Project Variance and Control
 1. Project Variance and Control
 2. Performance Metrics
 3. A Framework for Performance Reporting
 4. Understanding Different Types of Metrics
 5. How Metrics Interact
 6. Measuring Projects and Generating Metrics Reports
 7. Interpreting Project Metrics
 8. Baseline Metrics
 9. Earned Value Analysis Metrics
 10. Understanding the Causes of Variance
 11. Defining Project Variance
 12. Understanding Different Types of Project Variance
 13. Root Contributors to Variance
 14. Methods for Identifying Root Contributors
 15. Taking Corrective Action to Overcome Variance
 16. Definition/Intention of Corrective Action
 17. Understanding Points of Leverage
 18. Managing Change, Quality, and Risk
 19. Responding to the Dynamic Nature of Projects
 20. Using Process to Create Transparency
 21. Control Processes for Project Change
 22. Quality Control
 23. Quality Assurance
 24. Risk Monitoring and Control Process
4. Project Closure and Learning
 1. The Closing Process
 2. The Challenge of Project Closure
 3. When and How to Learn from Projects
 4. Initial Sizing
 5. Detailed Estimating
 6. Unforeseen Events

7. Project Closure Reporting and Archiving Processes
 8. Step 1 - Obtain Formal Acceptance
 9. Step 2 - Shut Down the Work Engine
 10. Step 3 - Analyze Metrics, Baseline, and Change Data
 11. Step 4 - Evaluate Processes and Documentation
 12. Step 5 - Documenting Project Events and Circumstances
 13. Step 6 - Generating Lessons Learned
 14. Step 7 - Finalize and Share the Project Closure Report
 15. Step 8 - Celebrating the End of the Project
 16. Step 9 - Archive the Project Records
 17. Step 10 - Conduct Follow-Up Surveys as Negotiated
5. Summary and Conclusion
 1. Where We've Been
 2. Where to Go Next

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.