Project Management Essentials
Program Learning Objectives

At the successful completion of this program, participants will be able to:

1. **Identify and leverage a Best Practice Model for Organizing Projects**
   o Define the steps of the Best Practice Model
   o Identify and leverage tools associated with elements of the Model
   o Conduct an effective Work Breakdown Structure to Initiate Project Plan
2. **Utilize the Triple Constraint of Scope, Time and Cost to Develop and Control Project Plans**
   o Utilize tools to clearly define a project *Scope*
   o Leverage project scope to determine project schedule - *Time*
   o Assign resources to define project *Costs*
3. **Identify and Manage Key Stakeholders**
   o Work as a team to identify Stakeholders
   o Profile and interview Stakeholders to identify expectations
   o Analyze Stakeholders to prioritize communications
4. **Identify and Manage Risk**
   o Identify Risks and Assumptions
   o Identify Probability and Impact for each Risk
   o Create and implement a Mitigation Strategy
5. **Develop and Employ a Matrixed Communication Strategy to keep all Informed**
   o Leverage PERT Chart to identify core team meeting agendas
   o Leverage Stakeholder Profiles and Analysis to set communication frequency and priorities
   o Develop and Implement a Matrixed Communication Plan

This program is designed to help existing as well as potential project managers' leverage a Best Practice Project Model to effectively manage cost, time and project scope. They will leverage the Work Breakdown Structure to build an efficient project plan and working with the Project Leader, Sponsor and Customer, clearly define and manage the project scope.

Participants will manage a simulated project and deal with all of the challenges common to projects and associated resources. They will experience making decisions, managing relationships / resources, gathering / responding to Voice of Customer and keeping a project on-time and within budget.

This program is also an excellent way for intact teams to expedite the launch of key projects and leave the program with key early deliverables like Project Charters, work plans (Gantt Charts, draft budgets and resource requirements) and a core team well on its way to effectiveness and efficiency.