

PM001: SIMULATION WORKSHOP IN PROJECT PLANNING AND MANAGEMENT FUNDAMENTALS

Course Duration: 1 day

Prerequisite Courses:	None
Intended Audience	General

FACT™ *Front & Centre Training*

Achieveblue Front & Centre Training sessions are designed to give you maximum learning activation in minimum time. Immersion labs that include 40% hands on application, FACT courses deliver tactical training directly focused on the skills and principles your teams must have right now. FACT courses can be easily assembled into larger, targeted training programs that give you exactly what you need and nothing that you don't. Just the FACTs. Achieveblue FACT: one day, one focus, one incredible learning experience.

Intended Audience:

This course is designed for anyone who needs to understand and apply the basic principles of project planning and management. This includes those beginning a career in project management, business analysts, systems analysts, software developers, quality analysts, implementation analysts, project stakeholders and end users.

Prerequisites:

There are no formal technical requirements for this session. Business level fluency in verbal and written English is required.

Positioning:

Increasingly organizations in all kinds of industries are using project management tools and techniques for a variety of purposes. Rapid changes in technology, business needs and market characteristics are leading organizations to turn to formalized project management and business analysis to increase the speed, efficiency and effectiveness with which new or enhanced products and services are developed, business problems are solved and internal changes are managed. Yet many of those who are responsible for the management of projects, who must support or sponsor projects or who must serve as project stakeholders lack the knowledge and experience necessary to complete projects on time and within budget.

Successful project management depends, in part, on the ability to

- Identify and organize tasks in a practical and efficient way
- Create and manage project schedules, timelines, critical path dependencies and lead/slack time
- Create and manage realistic time and cost estimates
- Identify, communicate, delegate and manage project roles and responsibilities
- Create an effective project communication plan that includes efficient use of formal documentation, informal communication (such as email), and planning and status meetings.
- Work within the time and resource constraints of the organization and key individuals / groups.

Learning Activities

Morning Session – The Project Management Challenge

The morning session is comprised of a two hour simulation exercise that incorporates individual, team and cohort learning activity, supported by facilitator lecture and coaching.

The Project Management Challenge™ provides participants with an opportunity to create a step-by-step plan for managing complex projects within a matrix organizational structure. Participants are presented with 24 activities that should be carried out in defining, planning, implementing and completing a project. Participants are challenged to find the optimal sequence for carrying out these activities. Solutions to the exercise are developed first on an individual basis and then by groups. These solutions are then compared to a recommended solution.

The session facilitator then reviews each of the steps in detail, providing background information, explaining the value proposition of each step and how the entire structure fits together with regards to dependencies and the creation of interim and final project deliverables. Participants are provided with a Learning Journal that includes support documentation for the lecture.

Afternoon Session – Tips, Traps and Project Realities

The afternoon session leverages the morning's learning experience to pinpoint specifics regarding the logistics and practical aspects of running projects. Using a combination of lecture, examples, stories and discussion, the facilitator leads the group through the following topics:

- Initiating and scoping a project through inception and the business case
- Building the project team: key roles, key stakeholders and keys to successful delegation
- Meeting management meets conflict management: pre-empting conflict through clarity, precision and communication
- Managing the triple constraints of time, cost and scope
- Defining project relationships by deliverables
- Managing requirements change
- Successful time, cost and resource estimating and scheduling through work breakdown analysis
- Choosing the correct project management methodology: waterfall, iterative, agile
- Project phases, milestones and gate processes
- Dealing with the realities of time and resource commitments: how to configure personnel availability for maximum value, how and when to use voting and non-voting proxies and working with distance teams
- Rightsizing your project documentation set: how to configure your process for iterative, timely and stress-reduced review and sign off
- Managing the solution acceptance process and closing the project
- Application Release Management: What happens after the project; dealing with the next; preventing the rolling release.

For more information contact Derrick Fishwick at 416-236-3005 extension 204
dfishwick@achieveblue.com

www.achieveblue.com | 1 Kingsmill Road, Suite 200, Toronto, Ontario, Canada M8X 2N7