# Project Management I - 4 1/2 Day
## *Initiating, Planning, Integration and Staffing*

**PDUs - 30**

**_PMI's Talent Triangle Breakdown_**
Ways of Working - 19.50
Power Skills - 4.00
Business Acumen - 6.50

**_PMI's Certification Breakdown_**
PMP - 30.00
PMI-ACP - 10.50
PMI-SP - 10.50
PMI-RMP - 10.50
PfMP - 10.50
PMI-PBA - 10.50

face-to-face

virtual instructor-led

***Course Description:*** Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course will be on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with Project Management Institute's knowledge areas of the *PMBOK® Guide.* Each course will utilize both new content as well as best practices which will be taught from the Best Practice Manual.

***Methods: Students will use discussion, cases, and group activities to facilitate the course.***

***Course Objectives:***

***Initiating and Planning***

**Objective 1: Define the six-step project management process**

- Examine the project's life cycle
- Recognize five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Summarize major areas to brainstorm

**Objective 2: Classify who to place on your project team**

- Label role descriptions and project responsibilities when you have no position power
- Create a modified code of conduct for running an empowered team

**Objective 3: Examine forms in scheduling a project and possible scheduling issues**

- Formulate a WBS, work breakdown structure
- Discuss how to track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart

**Objective 4: Define the critical path**

- Evaluate the strengths and weaknesses of a critical path
- Examine how to handle delays
- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan

*Communication Module*

**Objective 5: Analyze the value of project interviews**

- Identify perception
- Examine what impacts project perception
- Discuss how to gain understanding
- Demonstrate what to do when you mess up

**Objective 6: Analyze communication styles**

- Develop ways to increase understanding
- Compare kinds of project communication
- Describe what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult

**Objective 7: Identify questions to ask if miscommunication is common**

- Predict obstacles of listening during projects

**Objective 8: Define project management's role in project meetings**

- Describe ingredients of effective project meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback
- Compare techniques for disagreeing

- Discuss caution sights that a disagreement is turning into a conflict
- Describe ways to reduce intergroup conflict in project meetings

**Objective 9: Examine communication requirements**

- Identify communication processes
- Create communication plan for standard project

*Project Integration Management*

**Objective 10: Examine the integration process in project management**

- Examine integration skills needed by the project manager

**Objective 11: Define the processes in Project Integration Management**

- Examine the process of Develop Project Charter
- Examine the process of Develop Project Management Plan
- Examine the process of Direct & Manage Project Work
- Examine the process of Manage Project Knowledge
- Examine the process of Monitor & Control Project Work
- Examine the process of Perform Integrated Change Control
- Examine the process of Close Project or Phase

*Project Facilitation Module*

**Objective 12: Discuss the definition of project facilitation**

- Evaluate benefits of facilitation and how it will help your organization

- Discuss facilitation mess-ups during projects
- Examine the creation and usage of a code of conduct for the session
- Assess core duties which facilitators must do before, during and after a facilitation session
- Discuss best practices for setting meeting objectives and goals

### Objective 13:  Analyze body language and tone of voice which individuals use to communicate

- Examine ways to clarify body language of others
- Discuss five useful ways for brainstorming during projects
- Analyze the proper usage of questions to engage the audience
- Formulate paraphrasing techniques for clarifying the meaning and message of others
- Compare different ways to use probing, bridging and redirecting skills
- Discuss the positives of having a devil's advocate in project teams
- Examine professional ways to handle the negative participant
- Analyze assertiveness techniques to be used by facilitators
- Formulate a standard preparation plan for starting facilitation
- Examine best ways to be prepared for facilitation sessions
- Discuss best practices for ending a facilitation session

### Objective 14:  Describe the role and functions of a recorder in project teams

- Discuss best practices for the recorder and creating minutes for determined actions
- Design rules for when using a buddy system during a facilitation session

### Objective 15:  Analyze tactics for handling resistance in project meetings

- Evaluate the impact of conflict to the participants

### *Project Time Management Module*

### Objective 16:  Discuss myths and realities of time management

- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life

### Objective 17:  Review qualities of time management

- Define guidelines of time management

### Objective 18:  Describe ways of dealing with deadlines

- Organize to set proper deadlines
- Create goals to help budget your time
- Evaluate the four D's in managing time more effectively
- List ways to say "No"
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan

- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings

*Managing Team Module*

**Objective 19: Analyze job responsibilities**
- Discuss a priority checklist
- Assess modern day accountability myths

**Objective 20: Evaluate how to coach the project team toward success**
- Develop workers with new skills
- Identify vision through leadership
- Examine strategies for creating trust
- Define ways to equip and empower
- Discuss values of successful coaching of project teams
- Analyze common coaching mistakes of project teams

**Objective 21: Contrast different change strategies**
- Classify why project teams block change
- Choose ways to reduce project team resistance
- Evaluate changes which support goals
- Develop core values

**Objective 22: Describe requirements for being an overcomer on project teams**
- Analyze two types of motivation within a project team
- Examine ways to align motivational techniques to workers
- Analyze the disciplining of project team members and ways for changing behavior
- Identify how to track project team members

# *Project Management I Best Practices*

## PROJECT MANAGEMENT OVERVIEW INTRODUCTION
- Project Management Methodology Concept
- What is a Project?
- Roles and Responsibilities
- Planning Process

## PROJECT INITIATING AND CONCEPT DEVELOPMENT
- What is Project Management Methodology?
- Project Management is an Iterative Process
- Applicability of the Methodology
- Tailoring of the Methodology to Specific Project and Specific Organizations
- Continual Improvements

## WHAT IS A PROJECT?
- What is a Project?
- Temporary Process
- Well-Defined Goals
- Project Constraints
- What is Project Management?

## *ROLES AND RESPONSIBILITIES*
- Roles and Responsibilities
- Who is Part of the Project Team?
- Importance of Stakeholders
- Project Manager
- Project Sponsor
- Steering Committee
- Development Team
- Change Management

- Quality Assurance
- Customer
- Project Review Team Management
- Division of Purchases

## PLANNING PROCESS
- The Evolving Plan
- The Planning Process
- Planning in the Initiating Phase
- Planning in the Planning Stage
- Planning in the Project Start-up Stage
- Planning in the Project Execution Stage
- Planning in the Project Close-Out Stage

## PROJECT INITIATING AND DEFINITION INTRODUCTION
- The Initiating Phase
- Elements of the Initiating Phase
- Project Management Phases
- Business Case/Project Statement
- Enterprise Projects or Programs
- Business Analysis
- Concept Review
- The Concept Atmosphere
- Problems during the Initiating Phase

## BUSINESS CASE
- Elements of the Business Case/Project Statement
- Who Does What
- How Should the Business Case/Project Statement be Developed
- A Plan for Planning
- Time frame for Completion
- Business Case Form
- Alternate Approaches to the Preparation of a Business Case
- Level of Detail
- Recommended Formats for Three Levels of Business Case
  A. Business Case for a Mini Project
  B. Business Case for a Medium Sized Project
  C. Business Case for a Very Large Project