

# Project Management I

## *Initiating and Planning*

*Course Length – 4 1/2 Days*

*PDU's - 30*

**Course Description:** Participants will begin their journey into project management concepts, theories, and foundational processes. This is the first of four courses specifically designed to align with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the best practices.

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

### ***Initiating and Planning***

- Define the six step project management process
- Understand the project's life cycle
- Determine 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
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power

### ***Communication Module***

- Analyze the value of project interviews
- Evaluate how to approach people
- Identify perception
- Examine what impacts project perception
- Compare reducing perception differences
- Discuss how to gain understanding
- Demonstrate what to do when you mess up
- Analyze communication styles
- Develop ways to increase understanding
- Compare kinds of project communication
- Break down what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common
- Evaluate verbal softeners
- Detail characteristics of a poor listener
- Predict obstacles of listening during projects

- 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
- Understand techniques for disagreeing
- Discuss caution signs that a disagreement is turning into a conflict
- Formulate seven stages of intergroup conflict in project teams
- Describe ways to reduce intergroup conflict in project meetings

### ***Project Facilitation Module***

- Discuss the definition of project facilitation
- Brainstorm 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
- Select core duties which facilitators must do before, during and after a facilitation session
- Discuss best practices for setting meeting objectives and goals
- Analyze body language and tone of voice which individuals use to communicate
- Brainstorm 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 devils 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 a facilitation
- Brainstorm 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
- Analyze tactics for handling resistance in project meetings
- Evaluate the impact of conflict to the participants
- Examine best ways to be prepared for facilitation sessions
- Discuss best practices for ending a facilitation session

### ***Project Team Time Management Module***

- 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
- Review qualities of time management
- Define guidelines of time management
- Evaluate causes of procrastination
- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Write goals to help budget your time
- Evaluate the four D's in managing time more effectively

- Select ways to say “No”
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paper work
- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings.
- Formulate time tips on personal habits
- Evaluate how to organize yourself

## ***Project 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

The Relationship of Project Management to the System Development Life Cycle (SDLC)

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

Configuration Management

Quality Assurance

End User

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