

# Project Management Mistakes and How to Avoid Them for Project Success - 2 Day

*PDU*s – 13  
*CEU*s – 1.3

## *PMI's Talent Triangle Breakdown*

Technical - 12.00  
Leadership - 1.00

## *PMI's Certification Breakdown*

PMP - 13.00  
PMI-ACP - 1.00  
PMI-SP - 2.00  
PMI-RMP - 2.00  
PfMP - 1.00  
PMI-PBA - 1.00

**Course Description:** This course will explore 14 common project management mistakes made during the life cycle of a project. Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. Each student will receive a copy of the book, *21 Deadly Project Management Mistakes* by Dr. Keith Mathis.

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

### *Course Objectives:*

**Objective 1: Examine the mistake of planning before a customer interview is completed**

**Objective 2: Examine the mistake of top-down planning**

**Objective 3: Examine the mistake of vague roles and responsibilities definition**

**Objective 4: Examine the mistake of little accountability when productivity is low**

**Objective 5: Examine the mistake of an unrealistic timeline**

**Objective 6: Examine the mistake of a limited risk analysis**

**Objective 7: Examine the mistake of a poor communication plan**

**Objective 8: Examine the mistake of no project audits**

**Objective 9: Examine the mistake of turf battles**

**Objective 10: Examine the mistake of not monitoring the critical path**

**Objective 11: Examine the mistake of conflict with culture and project command**

**Objective 12: Examine the mistake of overcommitting team members**

**Objective 13: Examine the mistake of not confronting the status quo**

**Objective 14: Examine the mistake of no close down plan for ending the project**

# Project Management Mistakes and How to Avoid Them for Project Success - 3 Day

***PDU*s – 19.5**

***CEU*s – 2.0**

## **PMI's Talent Triangle Breakdown**

Technical - 18.00

Leadership - 1.50

## **PMI's Certification Breakdown**

PMP - 19.50

PMI-ACP - 1.50

PMI-SP - 2.50

PMI-RMP - 2.50

PfMP - 1.50

PMI-PBA - 1.50

**Course Description:** This course will explore 21 common project management mistakes made during the life cycle of a project. Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. Each student will receive a copy of the book, *21 Deadly Project Management Mistakes* by Dr. Keith Mathis.

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

### ***Course Objectives:***

**Objective 1: Examine the mistake of no established project methodology with fits organizational culture**

**Objective 2: Examine the mistake of planning before a customer interview is completed**

**Objective 3: Examine the mistake of top-down planning with little input from those working on the project**

**Objective 4: Examine the mistake of creating teams with improper skills**

**Objective 5: Examine the mistake of vague roles and responsibilities definition**

**Objective 6: Examine the mistake of little accountability when productivity is low**

**Objective 7: Examine the mistake of an unrealistic timeline**

**Objective 8: Examine the mistake of a shallow WBS**

**Objective 9: Examine the mistake of no implementation plan**

**Objective 10: Examine the mistake of a limited risk analysis**

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**Objective 11: Examine the mistake of a poor communication plan**

**Objective 17: Examine the mistake of conflict with culture and project command**

**Objective 12: Examine the mistake of no project audits**

**Objective 18: Examine the mistake of overcommitting team members**

**Objective 13: Examine the mistake of inadequate performance appraisals**

**Objective 19: Examine the mistake of not confronting the status quo**

**Objective 14: Examine the mistake of turf battles**

**Objective 20: Examine the mistake of no close down plan for ending the project**

**Objective 15: Examine the mistake of not monitoring the critical path**

**Objective 21: Examine the mistake of not creating a best practices**

**Objective 16: Examine the mistake of no system to track change orders**