5 – DAY INTRODUCTION TO PMBOK BASICS

Introduction

In the past few decades, organizations have discovered that the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success.

As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. For the organizations that are moving forward in this direction, it becomes even more important for teams to at least understand what these principles behind project management are.

And the best qualification in this area is of course PMI's PMP. However, PMP certification can be expensive. As such, this workshop will therefore provide a basic introduction by giving participants an overview of the entire project management process, as well as key project management tools that they can use every day, right out of the Body of Knowledge handbook.
Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits both for themselves and the organization.

Course Objectives

By the end of this course, you will be able to:

- Define projects, project management, and project managers
- Identify the five process groups and nine knowledge areas as defined by the PMI
- Describe the triple constraint & Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents & Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Use planning tools, including the Gantt chart, network diagram, and RACI chart
- Establish and use baselines & Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

Methodology

- Individual exercises, group exercises / discussions
- peer-teaching activities
- Case studies
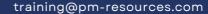- Role Play
- Kinesthetic exercises
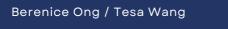- Video clips

Who Should Attend?

- Executives, Senior Executives
- Supervisors
- Managers
- Directors
- CEOs
- Heads of Departments
- Leaders

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Course Outline

MODULE 1: INTRODUCTION & COURSE OVERVIEW

- Ice Breaker & Introductions
- Identifying personal learning objectives.
- Problems and challenges I face

MODULE 2: KEY CONCEPTS (1)

- What is a Project?
- What is Project Management?
- What is a Project Manager?

MODULE 3: KEY CONCEPTS (2)

- About the Project Management Institute (PMI)
- About the Project Management Body of Knowledge (PMBOK)
- The Five Process Groups
- The Ten Knowledge Areas
- The Triple Constraint

MODULE 4: INITIATION (1)

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

MODULE 5: INITIATION (2)

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

MODULE 6: PLANNING (1)

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

MODULE 7: PLANNING (2)

- Building the Work Breakdown Structure
- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

MODULE 8: PLANNING TOOLS

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

MODULE 9: EXECUTING THE PROJECT

- Establishing Baselines
- Monitoring Project Progress
- Triple Constraint Reduction Methods

MODULE 10: MAINTAINING & CONTROLLING THE PROJECT

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

MODULE 11: CLOSING OUT

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

MODULE 12: WRAPPING UP

- Words from the Wise
- Workshop debrief plus Q&A
- Developing an action plan