Positioning and Learning Outcomes

This is a fast-paced, highly interactive primer designed for those who need either a "quick start" introduction or refresher course in basic best practice.

Upon successful completion of this course you will have fundamental knowledge in project management that will assist you in:

- Identifying and organizing project work in a practical and efficient way

- Creating and managing project schedules, timelines, critical path dependencies and lead/slack time

- Creating and managing realistic time and cost estimates

- Identifying, communicating, delegating and managing project roles and responsibilities

- Creating an effective project communication plan

- Being able to work within the time and resource constraints of the organization and key individuals / groups.

Project Management Essentials for Business Analysts
Course BA702 – 1 day

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, debrief 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.

Afternoon Session: Tips, Traps and Project Realities

- Initiating and scoping a project through inception and the business case
  - Establishing project and product scope
  - Managing requirements change
  - Managing scope creep and the assumptions mindset

- 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

- 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 call us at 416-236-3005

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