

Project Management

Enabling Breakthrough Performance

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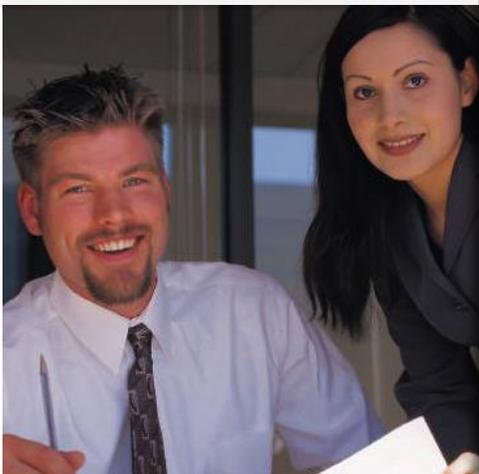
Positioning and Learning Outcomes

Rapid changes in technology, business needs and market characteristics are leading organizations to turn to formalized project management and business analysis to increase the speed, efficiency and effectiveness with which new or enhanced products and services are developed, business problems are solved and internal changes are managed.

Yet many of those who are responsible for the management of projects, who must support or sponsor projects or who must serve as project stakeholders lack the knowledge and experience necessary to complete projects on time, within budget and according to product scope.

This course is designed for anyone who needs to understand and apply the basic principles of project planning and management. This includes those beginning a career in project management, business analysts, systems analysts, software developers, quality analysts, implementation analysts, project stakeholders and end users.

A leading global consulting firm selected this course as part of a program for delivery to business managers who, despite not being called "project managers", must nevertheless *run projects*.



Foundation Class in Project Management Essentials

Course PM701 – 1 day

Foundation Concepts

- Context: portfolios, programs and projects
- The Project Manager and the principal process groups used in a project

Initiating the Project

- Project launch documentation sets
- The business case: not a single thing
- The project charter
- The Business Contract and the Statement of Work
- Scoping the Project: product and project scope
- Managing Requirements Change and Scope Creep
- Separating and integrating business requirements and solution design
- Establishing and sustaining vertical and lateral visibility and traceability
- Identifying and working with project constraints and assumptions
- Reverse engineering from deliverables

Planning the Project

- Key roles and relationships and the Communication Plan
- Delegation and its imposters: authority and accountability matrices
- Stakeholder analysis: internal, external
- Choosing the Methodology: waterfall, iterative, agile – implications, practice and artifacts

Executing, Monitoring and Controlling the Project

- Working as a team: pre-empting and managing conflict
- Work breakdown analysis, delegation and three point estimating
- Estimates and risk planning: heat maps and risk response planning
- Scheduling: dependency and critical path analysis
- Tracking progress: costed milestone reporting and burn down analysis
- Quality assurance: managing the testing process

Closing the Project

- Managing the solution acceptance process
- Last minute changes and solution release management scheduling

For more information call us at 416-236-3005

SOLUTIONS ALIGNED TO STRATEGY