

# Project Management

Enabling Breakthrough Performance

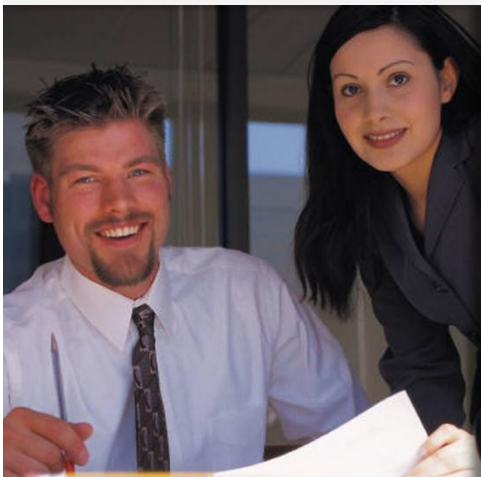
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## Positioning and Target Audience

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.

The course includes particular focus on stakeholder analysis, the development of product scope and its elaboration into formal requirements documentation as a critical success factor for projects. It therefore provides an important introduction to working within a project environment for business analysts and other requirements practitioners.

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 Planning

Course PM703 – 1 day

### Unit 1: Planning and Projects

- The W5 of planning: who, what, where, when, why
- The planning function, process and cycle
- The people and their roles in project execution and control
- Project management methodologies: applicability and strengths: waterfall, iterative, agile

### Unit 2: The Project Planning Artefacts

- Delegation and the role of the project manager and project team leads in planning
- The project charter
- The project initiation document (scope, feasibility, options and the initial business case)
- The requirements work plan and the business requirements document
- Why requirements are the primary driver for everything
- Project planning and managing constraints that are positioned as requirements
- The formal business case
- The project plan and the derivative work plans

### Unit 3: Creating And Leveraging The Project Plan Throughout The Project

- The project plan components and their value to your project: product and project scope statements; sponsorship and stakeholder analysis; deliverables breakdown structure and description; core and extended project team delegation structure and description; communications plan; resources plan; milestone schedule and description; work breakdown structure and description; quality and control plan; schedule and estimates (cost, time, scope); risk plan; financial plan
- Iterative methodology implications: programs and projects; risk based iterative methodologies; application release management based iterative methodologies
- Agile methodology implications: scrum, sprints, product and release backlogs, timeboxing, burn down
- Scope management: product and project scope
- Change management

For more information call us at 416-236-3005

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