



Project Management Training & Certification

The Hampton Group, Inc. www.4pm.com 303.756.4247

101 Essentials of Project Management

Classroom Training

Our in-person classes focus on proven, practical project management techniques and hands-on practice applying them. After a lecture and discussion of techniques, the participants apply what they have learned to project case studies that include MS Project scheduling. They receive coaching and feedback on their work at each step.

In this way, your participants gain skills they can immediately apply to their projects. They also learn a consistent, step-by-step methodology they can apply to all projects. This Achievement-driven project management methodology (AdPM™) supports effective organizational control of the entire portfolio of projects.

Learning Objectives

In this case study-based course, participants learn techniques for all the steps in the project lifecycle and practice each technique on a project case study designed to match their training needs.

Requirements & Credits

This 2-day course has reading assignments, lectures, case study assignment, movies of project managers in action, and a final examination.

The American Council on Education has recommended this course for 1.0 graduate school credit, and the Project Management Institute (PMI) has awarded it 30 PDUs.

Course Modules

Scope

Participants will learn how to ask the right questions to define a scope and drive the entire project with clear business outcomes. Then they participate in a lecture/discussion where the instructor illustrates scope definition techniques. Finally, participants apply what they have learned in a case study where they role-play negotiations with a project sponsor. They learn to ask the right questions to define the scope of a project. Participants then draft a scope statement and get feedback on their work.

Requirements

Your participants learn to decompose the scope into a network of clear business achievements that will become the backbone of their plan and schedule. They learn how to unearth requirements from stakeholders and how to convert their wishes and wants into clear outcomes their team can deliver. They participate in a lecture/discussion where the instructor illustrates scope decomposition. Then



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they continue with their case study by developing detailed requirements with coaching from the instructor. Participants submit their work and get feedback on the network of deliverables and sub-achievements they constructed.

Project plan and charter

Your people participate in a lecture/discussion where the instructor explains how to craft brief, "broad-brush" project plans that clearly communicate what the project will and will not achieve. Participants also learn to specify what resources and authority they require, the risks the project faces, and how they will mitigate those risks. Participants apply what they have learned to the case study project and submit their project charter to their instructor for feedback.

Work breakdown structure and assignments

They participate in a lecture/discussion where the instructor illustrates how to develop effective work breakdown structures that give executives clear control points and their team clarity on what they expect from them. Then participants apply what they have learned to the course case study. Based on the project plan, they build a work breakdown structure in MS Project and submit it to the instructor, who will give them feedback.

Predecessor network

Your participants take part in a lecture/discussion where the instructor illustrates how to control the sequence of tasks in their schedule and achieve the shortest possible project duration with their design of the project predecessor relationships. Then they add a predecessor network to their MS Project plan and receive feedback and coaching.

Estimating durations and assigning resources

They participate in a lecture/discussion where the instructor illustrates how to make clear and effective assignments to their team and work with them to estimate durations in ways that gain their commitment. Participants apply what they have learned in an estimating simulation and get feedback from the instructor. Then they complete the project schedule in MS Project, assigning tasks to their team within their availability constraints. They receive feedback on their finished project schedule.

Critical path optimization and approval presentation

Participants engage in a lecture/discussion where the instructor illustrates how to analyze projects for opportunities to shorten the duration and techniques for adjusting resource assignments and predecessors. Then your participants develop trade-offs in the project case study for the sponsor to consider. They present their projects and respond to the sponsor's questions, role-played by the instructor.



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Team leadership & managing conflict

Participants learn about techniques for handling conflict on the project from a lecture/discussion and then apply those techniques to a conflict situation between their case study team and several stakeholders. Participants give their solution to the instructor for feedback and suggestions. The instructor will supply status report data from their project team for use in the next assignment.

Tracking & status reporting

Participants take part in a lecture/discussion where the instructor explains tracking actual performance in MS Project® and the techniques to use in reporting status to the boss. Then they apply what they have learned to the project problems in the status reports provided by the instructor. They analyze what has happened and what they can do to recover. Then they present the status report to the sponsor. The instructor, who will play the role of the sponsor, gives them practice answering tough questions.