Project Management – foundation level

Training recipients

The training is intended for the people interested in Project Management issues including members of corporate management boards, members of project steering committees, future Project Managers.

Benefits

Project Management – foundation level
- Providing the participants a knowledge of specific areas, based on most common Project Management methodologies, necessary for successful Project Management. The discussed areas are as follows: planning, tracking progress, navigation, Risk Management, Quality Management and Change Management including Agile approach.
- Linking the knowledge provided with the projects executed by the Client.
- Formulating a common project language

Training program

1. Introduction:
   - What is the project and Project Management and what it is not?
   - What is the difference between product, project, agenda and portfolio?
   - What distinguishes project from other management methods?
   - Does project triangle cover all Project Management aspects?
   - Project Management best practices: factors of success and failure in projects
   - Project in terms of methods and standards
   - Exercise: reasons for project failure/success
   - How does Agile project differ from the predictable one?
2. Project's life-cycle:

- Layers, processes, techniques and Project Management tools
- Preparation, starting, execution, monitoring and control, as well as closing the project
- How to gain more control over the project? Stages of the project, tolerances, reports, records
- Reference to the specifics of the projects executed by participants

3. Preparing the project:
   - Goal, result, benefits. How to define project goals properly
   - Exercise: defining project goals
   - How to make sure that the Client gets what he or she wants? Quality assurance
   - Exercise: defining the project product
   - Quality in the project. How and what to measure it for?
   - How to assess whether the project is profitable, necessary and feasible? Defining project's business case
   - Exercise: defining project's business case
   - Who should participate in the project and as who? Defining project's organisational structure
   - Which structure is best for different projects?
   - The elements of project team management
   - Who is in favour and who is against, who is going to benefit and who is going to lose due to the project? Defining project stakeholders
   - Exercise: defining the structure of the project

4. From the product to the task, planning the project:
   - Where to start from? Setting the rules of Project Management rules within the areas of: quality, change, risk, communication, supplies
   - Planning based on products and Work Breakdown Structure
   - How to make sure that we haven't forgotten about something?
   - Products, tasks and what's next? Scheduling and estimation
   - What should be done with excessive allocation? Balancing
   - Haven't we forgotten about the risk?
   - What tools should be used for planning?
   - Planning products and actions

5. Plan, schedule, budget – the effect of a good planning
6. Summary of the project plan and the rest of the information necessary to execute the project
7. Risk Management:
   - What is the risk?
   - What is the accepted level of risk in the project?
   - Creative methods of risk identification – brainstorm, cause and effect diagrams
   - Evaluating the risk and planning a reaction to risk
   - Reaction to risk – making rational decisions in the situation of uncertainty – practical methods
   - Planning the risk

8. Communication and quality:
   - How to manage the information?
   - Who, what and when?

- Quality – developing and confirming
- Who is going to be responsible for all this?

9. Change Management:
   1. The danger of chaos in requirements
   2. Does the change have to be a problem?
   3. How to organise a good process of controlling changes?
   4. Exercise: managing project issues

10. Plan execution, progress, coordination
    1. How do I know where I belong in the project?
    2. What kind of reporting system should be introduced?
    3. What actions should be undertaken in case of the danger of exceeding the tolerance?
    4. When and how to close the project?

11. Experience from the project execution. How to gain it and spread it around?

Expected preparation of the participant

The training is general in nature and no knowledge of Project Management issues is required.

Comments: the training applies selected PRINCE2® and PMBoK® Guide, AgilePM®, SCRUM elements.

Duration

2 days / 14 hours

Language

- Training: English
- Materials: English