

# Introduction to Project Management Training

## Module 1: Introduction to Project Management

- Benefits and value of project management
- Communication as the key to project success
- Defining a project
- Defining projects, programmes, and portfolio management
- The project management process
- The phases of project management

Activity: The Way Many Projects Start – Chaos

## Module 2: Initiating a Project

- Defining the initiation phase
- Linking strategic value to the project
- Business case overview
- Issue tracking
- Assumptions
- Defining the objective of a project
- Creating the objective statement (the Five “W” questions)
- Translating the statement into deliverables

Activity: Building an Objective Statement and Deliverables List

- Project Charters and other initiating activities
- Strategic considerations

## Module 3: Planning the Project

### What a project plan is

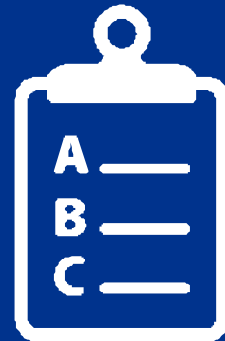
- The narrative planning document
- Outline of content

### Stakeholders

- Defining stakeholders
- How they contribute to the development of a project plan
- Stakeholder analysis
- Stakeholder engagement plan
- Stakeholder communication plan

### Creating the Work Breakdown Structure (WBS)

- Defining the WBS
- How the WBS is developed



### Activity: Build the WBS for Class Project

### Creating the Project Schedule

- Identify activities
- Estimate activities
- Do Now Activity: Determine Duration of Project Activities
- Sequencing activities

### Activity: Sequence Project Activities (create network diagram)

- Resourcing the schedule (Identify, Allocate, Optimise)
- Finalise schedule (Determine project duration, Understand Critical Path, Refining the project to meet objectives and constraints)

## Module 4: Project Risk Management

- Define risk management
- Risk identification
- Analyse probability and impacts
- Risk registers
- Plan risk responses

Activity: Develop Risk Register for Class Project

- Contingency plans
- Early warning signs

## Module 5: Baselineing the Plan

Change control

- Process defined
- Scaling process to fit the project

Project team guidelines

- Status meetings
- Schedule updates
- Issue and risk tracking and reporting

Other considerations

- Quality management plan
- Project procurement plan
- Getting approval to execute a plan

Activity: Team Review of Completed Project Plan



## Module 6: Executing the Plan

- Defining executing/monitoring and controlling processes
- The management processes
- How to monitor and control key plan elements
- Project status reports
- Analysing data against a baseline to determine progress
- Taking corrective action to meet project constraints

Activity: Review Project Status Report and Schedule

## Module 7: Project Closure

- Determining if a project is ready to close
- Transfer of project deliverable(s) to operational control
- Determining if project objectives and business value have been attained
- Conducting lessons-learned review
- Appropriate celebrations
- Building project management capabilities in organisations

Activity: Course Review and Communication of Learnings