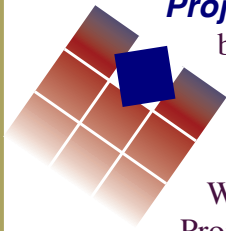


Applied Project Management: *Foundational Skills*



Project Management Foundational Skills (PMFS) is a hands-on workshop for building a solid foundation of project management knowledge, techniques and tools covering the entire project life cycle — Initiating, Planning, Executing, Maintaining & Controlling and Close-out.

While PMFS is aligned with the Project Management Institute's (PMI) framework, the Project Management Book of Knowledge (PMBOK) and the Ten Project Management Knowledge Areas, this workshop is designed to focus on the practical application of these concepts. Participants get the knowledge and tools needed to get projects started right and completed successfully. The learning modules are as follows:

Key Concepts Overview

- ◆ The Five Process Groups
- ◆ The Ten Knowledge Areas
- ◆ A Project's Triple Constraint: Cost, Performance & Schedule

Module 1: Project Initiation

- ◆ Identify Stakeholders' Needs & Wants
- ◆ Define Requirements & Deliverables
- ◆ Create A Statement Of Work
- ◆ Set SMART Project Goals
- ◆ Complete A Project Planning Worksheet
- ◆ Write A Project Charter

Module 2: Project Planning

- ◆ Create A Critical Path Task List
- ◆ Estimate Time, Resources & Cost
- ◆ Establish Project Baselines
- ◆ Build A Work Breakdown Structure (WBS) & Schedule
- ◆ Determine Project Scope
- ◆ Define Project Risks & Create A Risk Management Plan
- ◆ Practice Using Various Planning Tools: Gantt Chart, Network Diagram, RACI Chart, etc.

Module 3: Project Executing

- ◆ Assign Resources
- ◆ Organize Core Project Team
- ◆ Monitor Project Progress
- ◆ Communicate Project Status
- ◆ Work With Customers & Sponsors

Module 4: Maintaining & Controlling

- ◆ Gather Data & Measure Progress
- ◆ Conduct Effective Status Update Meetings
- ◆ Assess & Mitigate Risk
- ◆ Make Project Adjustments
- ◆ Manage & Motivate Project Staff

Module 5: Project Close-out

- ◆ Project Audit & Documentation
- ◆ Validate Project Scope
- ◆ Review Customer & Sponsor Feedback
- ◆ Define Lessons Learned
- ◆ Conduct Final Close-out Meeting

Program Length The standard in-house PMTS Workshop is offered as a two-day skill building workshop and as a one-day introductory workshop.

Who Benefits This workshop is for full-time project managers and for technical and support staff for whom project management is a secondary part of their full-time job. It is also a valuable learning experience for team members and subject-matter experts who contribute to projects, managers who support and sponsor projects.