

Project Management Workshops

Course Number: 06625

Soft Skills: Project Management Workshops

Course length: 2 or 3.0 day(s)

Course Description

BLE's project management training courses will help you deliver smarter solutions on time and within budget. From basic project management training to advanced Workshops for senior project managers, BLE delivers the skills needed at every level of your development

Our project management training courses cover the nine bodies of knowledge outlined in PMBOK® Guide, the guide to project management developed by the Project Management Institute (PMI)®. Workshops cover these project management training areas: project scope and gathering requirements; creating a project plan; assessing project risk; managing multiple projects; managing enterprise-wide initiatives; scheduling, controlling and managing contracts and implementing project management offices for repeatable success throughout the organization.

Course Objectives:

- Set practical goals for your projects—goals you can achieve regardless of “hitches”
- Set realistic schedules that you can meet
- Develop a project plan—and get that plan implemented
- Stay on top of schedules, workloads and “people problems”
- Save time and energy by “building in flexibility” rather than “putting out fires”
- Cope with budget and time constraints
- Delegate in a fair and practical way within the project team
- Build your credibility with top management

Performance –Based Objective:

- Defining project management framework and terminology
- Differentiation between operations and projects
- Process groups and the nine knowledge areas of the PMBOK

Essentials for Leading Project Teams

- Project roles and responsibilities
- Negotiation skills for project managers

Scope Management: Beginning Project Planning

- Creating the project charter
- Using the SMART model when writing objectives

Developing Project Activities

- Guidelines for creating the Work Breakdown Structure (WBS)
- Customizing the WBS

Developing a Dynamic Project Schedule

- Sequencing tasks and activities
- Building the project schedule

Project Estimating Techniques

- Using estimating tools
- Consideration of risks when estimating— three point estimating

Components of Project Planning

- Components of a project plan
- Tools and techniques for identifying and managing risks

Monitoring and Controlling Projects

- Techniques to optimal control
- Status reports... project baselines... identifying variances

How to Close a Project

- Terminating projects by integration... starvation...addition...or extinction
- Establishing a repository for project information and documentation

Target Student:

Individuals from non-technical fields who are new to project management, as well as those looking for formal basic project management training.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



For Training Information, call 410-461-1083