

PROJECT MANAGER SEMINAR AGENDA

16 Hours Continued Education

Objective: The intent of the workshop is to provide a holistic view of project management and to facilitate the understanding of how projects work within organizations.

- Points of discussion will involve the various aspects of project management including:
 - Human & Organizational Behavior
 - Project Finance
 - The Project Management Institute (PMI) Project Management Knowledge (PMK) areas
 - (Note: This is not a PMP Exam Prep class.)
- 1. Project Management Introduction
 - a. Purpose of a Business
 - b. Competing Values Theory
 - c. Managing Project Expectations
 - d. Why Good Project Management Matters
 - e. Project Planning
 - f. Importance of Work Processes and Risk Management
 - g. Project Theory-Law of Diminishing Returns & Triple Constraint
- 2. Intro to Human & Organizational Behavior – The Work Is Easy!...Until You Get People Involved
 - a. What is Cognitive Bias?
 - b. Escalation of Commitment
- 3. Intro to Project Finance and Its Effect On Decision Making
 - a. Cost of Capital and Opportunity Cost
 - b. Net Present Value, Internal Rate of Return, & Profitability Index
- 4. PMK – Integration Management (Why & how are we going to do this project?)
 - a. Project Objective (Charter)
 - i. What does good look like? (You tell me)
 - b. Change Management
 - c. Project Execution Plan
- 5. PMK-Scope Management (What are we going to do?)
 - a. The Want vs the Need
 - b. Work Breakdown Structure (WBS)
 - c. Scope Frozen & Agreed (Baseline)
- 6. PMK – Stakeholder Management (Who is affected by this project?)
 - a. Identify Who Could Impact or Be Impacted By the Project
 - b. Strategies to Manage Expectations
- 7. PMK-Time Management (How long will it take?)
 - a. Activity Duration
 - b. Statistics in Scheduling
 - i. Program Review and Evaluation Techniques (PRET)
 - ii. Monte Carlo Simulations
 - c. Deterministic vs Probabilistic Scheduling
 - d. Activity Network Diagramming
 - i. Schedule Float, Early Start, Late Finish
 - e. Gantt Chart Schedule

8. PMK- Human Resource Management (Who is going to do the work?)
 - a. Resource Planning & Man-hour Histograms
 - b. Recognition and Rewards
 - c. Motivation
 - d. Building Great Teams
9. PMK-Communications Management (Who wants to know?)
 - a. Reporting & Communication Are Not the Same Thing!
 - b. Information Distribution
 - c. Performance Reporting
 - d. Emails vs Meetings
10. PMK – Risk Management (What can hurt the project objective?)
 - a. Risk Identification
 - b. Risk Analysis
 - c. Risk Response
 - d. Decision Trees – To Quantify Risks (probability)
11. PMK – Cost Management (How much money?)
 - a. Cost Estimating
 - i. Class of Estimate
 - ii. Base Cost, Allowances, Contingency and Management Reserve (Probability)
 - b. Cost Budgeting
 - i. Total Cost Based On WBS and Estimate
 - c. Cost Control
 - i. Tracking Productivity & Progress to Forecast Final Cost
12. PMK-Quality Management (How Good?)
 - a. Quality (bullet proof) vs Features (bells & whistles)
 - b. Quality Assurance vs Quality Control
 - c. Verification vs Validation
13. PMK-Procurement Management (Who am I buying from?)
 - a. Contract Management
 - i. Incentives
 - ii. Liens
 - iii. Warranty
 - iv. Insurance
14. Benefits Realization Management (Are we doing the right things & are we doing things right?)
 - a. Post Project
 - i. Lessons Learned
 - ii. Need to Adjust the Process? (Start, Stop or Continue?)
 - b. Did We Meet the Project Objective?
15. Agile Project Management Overview
 - a. Agile Is a Mindset Not Just a Set of Activities
 - b. Differences Between Traditional Project Management and Agile
 - c. Project Applicability of Using Agile Philosophy