

BLCN Project Management Course:

- Participants will learn the fundamentals on how to effectively scope, estimate, plan, manage, monitor and close a project.
- Exercises and discussions will aid in understanding the content and application in real life.
- Designed for new and intermediate project managers and department leads that will perform the project management role.

Participants will:

- Work in teams and use their own project scenarios for the course exercises versus unrelated canned case studies.
- Leave with the knowledge and confidence to manage a project.

Realize the benefits when:

- Participants effectively scope, estimate, structure, schedule and manage their projects to completion, reducing the expense of missed targets, project confusion and rework.



Learning Objectives

- Clarify the project manager role and skills
- Structure a project idea and develop a simple business case
- Create a project charter, project plan and project schedule and explain the differences
- Perform basic monitor, control and status activities for your project
- Manage project implementation phases, key activities and deliverables
- Close out a project properly
- Build confidence in using a standard project management framework

15 Tools and Templates Provided in Course

- Project Request, Process Scoping, and Estimating Tool Templates
- Stakeholder Matrix and RACI Template
- Project Plan, Role Definition and Communication Plan Templates
- Status Report Samples (2), Change Request, Change and Risk Log
- Business Requirements Template, Issue Action Tracker and Gap Analysis Template
- Lessons Learned Template

The course pays for itself if one participant manages one project more effectively!

Course Topic Outline*

Overview:

- Project Manager Role and Skills
- Why Projects Fail?
- The Value of Project Management

Initiating a Project:

- Vision, Strategy, Objective, Goals
- Defining the Scope / Charter
- Stakeholder Analysis
- Business Case Elements / Budget

Planning a Project:

- Project Plan Elements
- Communication Plan
- Roles and Responsibilities

Monitor and Control:

- Status Reporting / Metrics / Risk, Assumption, Issue, Dependency - RAID
- Triple Constraints
- Change Requests and Logs

Execution / Implementation Phases:

- Analysis
- Software Development Life Cycle - SDLC
- Deploy

Closing a Project:

- Lessons Learned
- Closeout Checklist

*Options: 2 hr. Leadership, 1, 2, or 3-day deliveries. Participants will receive a course binder, completion certificate and softcopy tools and templates.