



## Advanced Project Management Techniques Workshop Content - (3APM\_v1.0)

The objective of this workshop is to provide participants with various tips, tools and techniques which have been accumulated over many years of practical experience whilst managing projects, which will elevate you from basic project management to successful project management.

This collective wealth of knowledge has been tried and tested by our <sup>\*3</sup> Project Management Professionals (PMP®) and is designed to accelerate your learning to improve your competence in the workplace. The subject matter is aligned to the <sup>\*1</sup> Project Management Institutes (PMI®) <sup>\*2</sup> Project Management Body of Knowledge (PMBOK®).

The workshop includes interactive case studies and exercises to ensure that participants learn, first hand, the practical application of the subject matter.

The workshop will cover the following topics:

### Project Management Troubleshooting

Determine exactly where in the life cycle your current project lies  
Analyse the current state of progress of any given project

### Stakeholder Analysis

Utilise tools and techniques for efficient stakeholder analysis and management.

### Requirements Management

Utilise tools and techniques for efficient requirements identification and an acceptable change management process.

### Team Roles and Responsibilities

Utilise techniques to unambiguously identify the roles and responsibilities of the project team.

### Communication Management

Utilise tools for efficient communication with all the project stakeholders.

### Estimation

Learn techniques for better time estimating and negotiation with stakeholders.  
Learn techniques to delegate the estimation of work to the experts.

### Ranking Critical items

Learn techniques to identify what is critical and what is not.

### Risk Management

Understand the importance of risk planning and utilise tools to ensure their continuous management.

### Reporting

Learn techniques to track and report status on projects.

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## Learning Method

Participants participate in numerous practical activities and exercises to ensure a sound understanding and application of the core concepts and terminologies. The facilitator & the participants take joint responsibility for learning.

## Special Features

This workshop can be facilitated using your own project as a case study, therefore utilising best practice project management practices, tools and techniques to kick off your project.

An interactive technique (Nominal Group Technique - NGT) is used at the beginning of each day to compile a prioritised lessons learned list of the knowledge, tools and techniques viewed by the class to provide maximum return in the workplace. This has proven to be a very useful input into various organisations' project management capability development programs.

\*1 PMI® is a service and trademark of the Project Management Institute, Inc

\*2 PMBOK® is a service and trademark of the Project Management Institute, Inc

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