



## Fundamentals of Project Management Workshop Content - (2FPM\_v1.0)

The objective of this workshop is to provide participants with theoretical and practical knowledge of the \*1 Project Management Institutes (PMI®) \*2 Project Management Body of Knowledge (PMBOK®).

This workshop covers the essential building blocks required for successful project management.

This workshop provides the basic “how to” of requirements management, project scope management, time management, cost management, risk management and human resource management from initiation through to an agreed baseline and on to implementation and an effective closure of the project.

The workshop includes interactive case studies and exercises to ensure that participants learn the practical application of the PMBOK® theory.

### The workshop will cover the following topics:

#### Introduction to project management

**Standardised project management** – A brief introduction to the history and the benefits of the PMI® and the PMBOK®. We will cover the language and characteristics of modern project management as well as map out a generic project life cycle.

**Business of project management** – Understanding project selection to allow you to work effectively with key stakeholders and the use of phase gates to make decisions considering the business case as well as project performance.

#### Stakeholder management

**Project governance** – Develop an effective project charter to provide you with the authority to manage your project effectively in a matrix organisation.

**Stakeholder analysis** – Understanding your key stakeholders to facilitate efficient communication.

**Roles** – Identify and manage the roles and responsibilities of the project team throughout the project lifecycle.

#### Requirements management

**Identify project objectives** – Develop a preliminary project scope statement to initially define the project and ensure team buy-in.

**Requirements management plan** – A process to identify and elaborate the requirements from a business need through to verification.

**Requirements traceability** – The importance of requirements traceability is discussed and captured in a requirements management template.

#### Decomposition of the project

**Project scope management** – The emphasis here is on using progressive elaboration to develop an effective and complete deliverables based work break down structure.

**Work packages** – Use the work packages to develop the team to gain their commitment by defining accountability and responsibility.

**Quality** – Identify the quality criteria required by the project stakeholders.

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### **Critical path development**

**Sequencing the schedule** – The processes required to determine key dependencies between tasks to develop an achievable project schedule.

**Critical Path** – Identifying the critical path to define the overall project time baseline.

**Resource levelling** – Identifying the activity float to effectively manage the available resources.

### **Time and cost estimation**

**Time estimation** – Tools and techniques for activity duration estimating including PERT where accuracy is vital.

**Cost estimation** – Tools and techniques to estimate the cost of all required resources to meet the required scope.

**Procurement plan** – Identify how your project will purchase the resources it needs.

### **Risk management**

**Introduction to risk management** – The language and characteristics of risk management, where risk fits into the project life cycle and how risk management impacts the overall project baseline.

**Risk management plan** – The methodology of how you will manage the risks in a standardised and structured approach.

**Risk Strategies** – Identifying various options for dealing with a list of prioritised risks.

### **Negotiating the project baseline**

**Stakeholder expectations** – Learn skills and techniques to negotiate the balance between time, cost, scope and quality.

**Schedule acceleration** – Techniques to allow you to negotiate the schedule variables with the stakeholders.

**Baseline approval** – Obtaining the stakeholders approval to move forward into the implementation stage.

### **Implementation of the plan**

**Stakeholder expectations** – Techniques to continuously manage the stakeholders expectations during the implementation of the project to avoid scope creep.

**Resource management** – Guidelines and tools for resource allocation as well as techniques to develop the team to gain their commitment by defining accountability and responsibility.

**Procurement management** – Guidelines and tools to negotiate and manage the contracts required to procure the resources need to deliver the project.

**Change Management** – The source of scope change and a process to manage the changes using a variety of useful tools.

**Status tracking and reporting** – Execute, monitor and control your project with an emphasis on the objective performance measurement of scope, schedule and cost using the basic earned value management technique.

### **Project closure**

**Requirements close-down** – The process required to effectively close-down the requirements.

**Administrative closure** – The process and considerations to be aware of when closing down the project from an internal perspective.

**Contract closure** – The process and considerations to be aware of to close down from an external perspective

**Recognition and reward** – Identify appropriate recognition and rewards for your team.

**Lessons learned** – One of the most important processes in project management, ensuring your company captures the lessons learned and continues to improve on its maturity levels in regard to project management.

### **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

\*3 PMP® is a service and trademark of the Project Management Institute, Inc