



Advanced Project Management Workshop Description - (3APM_v1.0)

The Advanced Project Management Techniques workshop (3APM) is a 2-day workshop that provides participants with various tips, tools and techniques which have been accumulated over many years of practical experience whilst managing projects. This collective wealth of knowledge has been tried and tested by our ^{*3} Project Management Professionals (PMP®) and is designed to accelerate your learning to improve your competence in the workplace. The subject matter is generally aligned to the ^{*1} Project Management Institutes (PMI®) ^{*2} Project Management Body of Knowledge (PMBOK®). The PMBOK® is generally regarded as the global standard in project management practices.

This workshop covers tips, tools and techniques which will elevate you from basic project management to successful project management.

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

Workshop Structure

This 3-day Advanced Project Management Techniques workshop focuses on a pragmatic approach to successful project management. The participant will learn "from the horses mouth" the lessons learned and compiled by our experienced practitioners.

What Option Should I Choose?

This is not a beginners workshop, nor is it a fast track to successful project management.

This workshop is designed to build on your existing fundamental skills and accelerate your learning to improve your competence in the workplace.

We recommend, as a minimum, the pre-requisite to this workshop should be the Fundamentals of Project Management (FPM) which is an absolute necessity when the participant is expected to take responsibility of the role of the project manager.

We suggest as a pre-requisite to this workshop, the Risk Management Workshop (RSK.)

Learning Outcomes

The objective of this workshop is for each participant to be able to:

- Analyse the current state of progress of any given project
- Determine exactly where in the life cycle your current project lies
- Utilise tools and techniques for efficient stakeholder analysis and management
- Utilise tools and techniques for efficient requirements identification and management of change
- Techniques to clearly identify the roles and responsibilities of the project team
- Utilise tools for efficient communication with all the project stakeholders
- Learn techniques for better time estimating and negotiation
- Learn techniques to delegate the estimation of work to the experts
- Learn techniques to identify what is critical and what is not
- Understand the importance of risk planning and their continuous management
- Learn techniques to track and report status on projects

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Special Features

When you attend this workshop you will receive:

- A comprehensive workshop workbook including all tools and templates used during the workshop
- A certificate of completion

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 information gathering technique (Nominal Group Technique - NGT) is used at the conclusion of each days training to compile a prioritised list of the project management concepts, tools and techniques. This list is identified by the delegates and represents their thoughts on what they can take back to the workplace and implement into their daily work practices. This has proven to be very useful input into organisations' project management capability development programs.

Learning Method

This workshop is instructor led with limited class size. Participants undertake practical activities to ensure a discreet understanding of the tools and techniques.

Who is Using PMI?

The PMBOK® is used globally PMI® is represented on every continent and has chapters in virtually every major city in the world. The PMP® certification is a much sought after qualification and is regarded by many as the international project management accreditation.

In-House Training

This workshop is available for private corporate presentation, either on your own premises or "off-site". Please contact Workgroup Management for a quotation and to discuss your requirements.

Telephone 02 8005 0419 or email info@workgroup-aus.com

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

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