



Change Management Workshop Description - (1CMG_v1.0)

The Change Management workshop (1CMG) is a 1-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 improve your ability to manage change in a controlled approach. The subject matter is 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.

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 1-day Change Management workshop focuses on a pragmatic approach to successful change 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 fast track to successful project management, although it could be taken as the first workshop along the path to project management competence. This workshop is suitable for engineers and / or subject matter experts who are, or will be a member of a project team. For these delegates, we also recommend the 1-day Fundamentals of Project Management Workshop for technical experts (1TPM.) For more experienced delegates, we recommend, 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.

Learning Outcomes

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

- Identify common areas of change in the project life cycle
- Discuss stakeholder identification and analysis to foresee potential changes
- Discuss stakeholder expectation management
- Identify the triple constraints which are commonly changed by the stakeholders
- Implement a proven standardised change control process
- Discuss the requirement and functionality of a Change Control Board
- Discuss the importance of a requirements change control process
- Implement and manage a requirements agreement and freeze process
- Communicate change management issues through risk management
- Discuss change control during the implementation of the project
- Effectively manage the documentation trail of the change management process

Special Features

When you attend this workshop you will receive:

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- 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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