



Requirements, Scheduling & Risk Workshop Description - (3RSR_v1.0)

Requirements, Scheduling & Risk (3RSR) is a 3 day advanced project management workshop that provides participants with theoretical knowledge and practical application of the Risk Management, Scope Management, Time Management and Cost Management Knowledge Areas as per 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 the essential processes required for successful requirements management as well as scheduling and risk management.

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

Workshop Structure

The objective of this workshop is to provide project managers and project team members with both the theoretical and practical knowledge required to identify, derive, analyse and manage project requirements throughout the entire project management lifecycle. It provides the linkages to project scope definition and planning, risk planning and schedule management.

After briefly revisiting the fundamentals of project management – project lifecycle, processes and knowledge areas - the workshop starts in the Initiation phase with stakeholder identification and analysis linking this to requirements identification and analysis as well as communications and risk management. It positions the requirements management lifecycle within the generic project management lifecycle.

After stakeholder identification and analysis the workshop is structured on requirements identification and progressive elaboration, requirements analysis and baselining requirements. It then focuses on development of a complete Work Breakdown Structure (WBS) and the linkage to a critical path schedule. Risk is examined primarily from a scheduling perspective by focusing on the major determinants of schedule risk. The workshop then follows Scope, Schedule and Risk Management through project implementation and close-down

A requirements management model provides definitions and examples of functional, performance and general requirements. Emphasis is placed on general and specific techniques to identify and derive requirements.

In line with the PMBOK®, the workshop is strongly focused on the effective use of the team to achieve project objectives. The workshop includes team based case studies and exercises to ensure competency rather than simply imparting knowledge.

What Options 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 project management skills and delve into the specialist knowledge areas of requirements management, scheduling and risk management, it will provide a path to improve your competence in the workplace.

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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.

Learning Outcomes

The objectives of this workshop are for each participant to be able to:

- Review the basic foundations of project management and discuss the development and significance of project baselines.
- Discuss stakeholder management and its critical relationship to scope, communications and risk management.
- Understand the essential elements of leadership in the project environment and utilise a number of models designed to facilitate building of a high-performance team.
- Utilise the multi-step model covering identification and elaboration of requirements, requirements change management, requirements testing and closing down of requirements.
- Understand the importance of requirements traceability, and capture this on a requirements management template.
- Utilise a number of techniques to help with requirements prioritisation.
- Identify the source of requirements change and implement a process to manage the changes using a variety of useful tools.
- Implement the process to baseline the requirements and understand the requirement baseline's relationship to the overall project baseline.
- Effectively close-down the requirements.
- Use progressive elaboration to develop an effective and complete deliverables based work break down structure.
- Utilise tools for resource allocation as well as techniques to develop the team to gain their commitment by defining accountability and responsibility.
- Understand the processes required to develop a dynamic project schedule.
- Utilise tools & techniques for activity duration estimating including PERT.
- Identify the critical path to define the overall project baseline.
- Identify the activity float to effectively manage the available resources.
- Understand the language and characteristics of risk management, discuss where risk fits into the project life cycle and how risk management impacts the overall project baseline.
- Discuss the benefits of standard risk management process.
- Implement a methodology of how to manage the risks in a standardised and structured approach.
- Identify who to involve in the process and various methods of extracting risks from the key stakeholders.
- Analyse each identified risk for its probability of occurrence and the perceived impact to the project should it occur.
- Whittle down the list of risks to a prioritised list.
- Identify the various options for dealing with the list of prioritised risks.
- Utilise techniques to negotiate the schedule variables with stakeholders.
- Check the schedule for integrity & establish a schedule baseline.

Special Features

When you attend this workshop you will receive:

- A comprehensive workshop notebook including PMBOK® aligned Reference notes
- 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 lead with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

Who is using PMI?

The PMBOK® is regarded as a global standard for project management. PMI® is represented on every continent and has Chapters in virtually every major city in the world.

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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