

# Advanced Project Management Training

## Course Syllabus

### Day 1

#### The Project Management Framework

Learning objective:

- Define what a project is and what project management is.
- Understand the 9 project management knowledge areas.
- Define a project life cycle.
- Identify and define project stakeholders.
- Specify influences of organizational structures on project management.
- Highlight the skills required for a project manager.
- Define the Project Manager's responsibilities.
- Identify social-economic environmental influences to projects.
- Define the 5 process groups of project management.

Application Exercise: Project Case Study

#### Project Integration Management

Learning objective:

- Define the project manager's role as integrator.
- Control "gold plating" through work authorization.
- Understand the value of documenting lessons learned.
- Create a project plan.

- Define the Execution of the project plan.
- Know the use of baselines to monitor the progress of the project.
- Define integrated change control.

Application Exercise: Project Case Study

## Day 2

### Project Scope Management

Learning objective:

- Highlight methods for project selection.
- Define the elements and importance of the project charter.
- Identify project constraints.
- Development of a scope management plan.
- Development of a Work Breakdown Structure (WBS).
- Implementing scope verification.

Application Exercise: Project Case Study

### Project Time Management

Learning objective:

- Methods for developing a schedule.
- Developing network diagrams (PERT, CPM and PDM charts).
- Using dependencies.
- Calculating the critical path(s) for the project.
- Calculating slack.
- Crashing and fast tracking a project.
- Resource leveling.

- Developing a schedule management plan.
- Use of CPM, PERT and Monte Carlo to estimate the duration of the project.
- Schedule Control.

Application Exercise: Project Case Study

## Day 3

### Project Cost Management

Learning objective:

- Resource Planning.
- Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools.
- Earned value analysis.
- Order of Magnitude, Budget and Definitive estimates.
- Calculating Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio and Opportunity Cost.
- Variable Cost, Fixed Costs, Direct Cost and Indirect Cost.
- Project Life Cycle Costing.
- Value Analysis.
- Cost control.

Application Exercise: Project Case Study

### Project Quality Management

Learning objective:

- Responsibility for quality.
- Impacts of poor quality.

- Tools used for Quality Management Planning.
- Developing a Quality Management Plan.
- Implementing Quality Assurance.
- Quality Control through Fishbone Diagram, Pareto Diagram, and Control Chart.

Application Exercise: Project Case Study

### **Project Human Resources Management**

Learning objective:

- Roles and responsibilities for project manager, team members, project sponsor and management.
- Organizational planning.
- Staff acquisition.
- Developing a responsibility chart.
- Team building.
- Leadership skills.
- Human resource constraints.
- Conflict management and resolution.

Application Exercise: Project Case Study

## **Day 4**

### **Project Communication Management**

Learning objective:

- Developing a communications plan.
- Communication methods.
- Communication blockers.

- Performance reporting.
- Administrative closure.

Application Exercise: Project Case Study

### **Project Risk Management**

Learning objective:

- Developing a risk management plan.
- Techniques for identifying risks.
- Categorizing risks.
- Qualitative risk analysis.
- Quantitative risk analysis.
- Using a decision tree.
- Developing a risk response plan.
- Risk response strategies.
- Risk monitoring and control.

Application Exercise: Project Case Study

### **Project Procurement Management**

Learning objective:

- Procurement planning.
- Advantages and disadvantages of contract type selection.
- Solicitation planning.
- Solicitation.
- Source selection.

- Negotiation.
- Contract administration.
- Contract change control.
- Contract close-out.

Application Exercise: Project Case Study

### **Project Management Responsibility Code**

### **Review and Exam Practice Questions**

### **Graduation**

## ***Training materials***

- A Guide to the Project Management Body of Knowledge (PMBOK Guide) 2000 edition
- PMP® Practice Questions
- William George Associates Training Manual
- Class project material

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*All WGA trainers have real-life experience in Project Management and are PMP® Certified. Each class is sized for maximum personalization and is highly interactive. Using the PMBOK® (Project Management Body of Knowledge) as a guide, content is taught and reinforced using other proven training techniques, including case studies and exam preparation questions. Students work collaboratively to build a comprehensive project plan in class implementing the techniques, procedures, tools, methods, and skills learned in the training.*