Project Management Tricks of the Trade®

3 days, 21 Contact hours/PDs, PDUs or CEUs

Course Description
Project Management Tricks of the Trade® is designed for project managers, team members, project offices and senior managers looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end. In addition, because this course teaches students how to apply International PM standards in the real world, it can be taken as additional prep for people looking to earn one of a number of Internationally-recognized project management certifications.

Learning Objectives
Upon completion of this course, attendees will be able to:
• Define and describe common project management terminology.
• Use a step-by-step process to manage projects faster while using fewer resources.
• Avoid common pitfalls and mistakes in managing projects.
• Apply the Tricks of the Trade® used by 4000 project managers around the world in the IT, IS, new product development, financial services, manufacturing, pharmaceutical and other industries.
• Apply the International Project Management Standards from the Project Management Institute, Inc. (the PMBOK® Guide) to real-world situations.
• Define their role in the global project management process.
• Identify what knowledge and experience is needed to pass the Project Management Institute Inc.’s Project Management Professional (PMP)® Certification Exam.

Course Materials
Students will receive the following materials with the course attendance:
• Project Management Tricks of the Trade® Workbook
• PM Crash Course™

Course Outline
Understanding Project Management
• What Is Project Management?
• The Project Management Life Cycle

Project Initiating
• Tricks of the Trade® for Getting Started
• Providing the Target – the Project Charter
• Individual Exercise – Charter
Project Planning
- Clarifying and Defining Project Objectives – the Scope Statement
- Tricks for Obtaining a Finalized Scope of Work
- Tricks for Determining What Needs To Be Done – The Work Breakdown Structure
- Group and Individual Exercises – Work Breakdown Structure
- Determining Who Does What – Staffing the Project with Responsibility Charts
- The Role of Team Planning
- Determining How The Project Will Be Completed – Network Diagrams, Critical Path
- The Role of the Team in Planning
- Determining How The Project Will Be Completed – Network Diagrams, Critical Path
- Individual Exercise – Network Diagram, Critical Path
- Determining How Long It Will Take – Estimating (Overview Only)
- The Role of the Project Manager During Estimating
- Determining How Much It Will Cost – Budgeting
- Determining When Each Part Will Be Done – Scheduling
- Adjusting Time and Cost to Any Required Objectives – Crashing and Fast Tracking
- Exercise – Creating Communications Plans, Management Plans
- Determining Areas of Potential Problems – Risk Management (Overview Only, See RMC's Tricks of the Trade® For Risk Management Course For More Information)
- Gaining Buy-In
- Tricks Of The Trade® For Preventing Common Project Problem

Project Executing and Controlling
- Tricks of the Trade® for Controlling Projects
- Meeting Goals, Objectives and Deadlines – Scope Management
- What needs to be controlled – Project Control
- What To Watch for During Executing
- Common Problems During Executing
- Rules for Effective Meetings
- What Should Be Included in a Project Report - Reporting
- Preventing Padding
- Collecting Task Status
- Percent Complete
- Group Exercise – Creating a Project Control System
- Tricks of the Trade® for Ensuring Performance
- Improving Cooperation and Communication
- Tricks of the Trade® for Change Management
- Tricks of the Trade® for Preventing Common Problems During Executing

Project Closing
- Finishing the Product
- Lessons Learned
- Creating Historical Records
- Gaining Final Acceptance