

# Project Management Training: Practical Tools & Techniques (MSPCPL, 4 jours)

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## Description

Project management is the skill of guiding a project or process towards its successful completion. Complex projects require effectively coordinating large multi-disciplinary teams and managing large resource portfolios. Effective project management will keep your team focused and productive, ensure you meet your milestones and deliverables, and keep your budget on track. The course Practical Tools & Techniques (Project Management Training) equips the business professional with leading-edge methodologies and practices in the project management field. Participants will understand the principles of project management, the project lifestyle, how to use a work breakdown structure, planning and monitoring budget and staff, and closing out a project.

## Tarifs

- Tarification: \$3,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

### Introduction to Project Management

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Project Management Basics

Understanding Project Constraints

Understanding the Nature of Projects

The Project Life Cycle: An Overview

Project Identification

For Government Managers - Context, Guidelines and Regulations

### The Project Initiation Stage

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Project Initiation

Understanding Project Triggers

About Project Management Roles

Creating Project Documentation

Determining Project Goals

Brainstorming and Consultation

### The Project as an Entity

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Project Specification

Identifying Project Deliverables

What about Project Constraints?

The Importance of Assumptions

Writing an Convincing Business Case

Project Definition Document

### Project Planning - Scope

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The Need for Planning

About Focus and the Scope of Work:

Creating a Scope Management Plan

### Project Planning - Work Breakdown Structure (WBS)

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What is a Work Breakdown Structure?

WBS Sections and Components

Creating a WBS

About Unique WBS Identifiers

Testing the WBS

## Work Breakdown Structure (WBS) - The Details

Developing a Task List and the Deliverables

Creating Effective Task Descriptions

Managing Timelines like a Pro

Estimating Time Requirements

Using Mathematical Methods

Using PERT Calculations

## Work Breakdown Structure (WBS) - Scheduling

Reviewing Time Management

Room for Error

Project Schedule

Using Scheduling Charts

Updating Assumption and Constraints

Assigning Resources and Responsibility

## Planning Project Costs

Planning Costs

Resource Identification

Cost Estimation Methods

Understanding Administrative Costs

Budgeting Smart: Planning with Cost Buffers

## The Big Picture

Plan, Plan and More Plans

The Procurement Plan

The Human Resource Management Plan

The Financial Plan

Planning for Quality

The Final Plan

## Team Building and Leadership

The Qualities of Leadership

Leadership versus Management

The Leader's Responsibilities

Why Team Building?

Assembling the Team

Communication and the Team

About Teams and Motivation

About Teams and Conflict Resolution

## Drive and the Motivation

About Performance and Motivation

Who Cares about Morale?

The Effects of Improved Morale

Building Loyalty in Teams

## Implementing the Project Plan

Quality Control and Assurance Measures

The Business Communication Model

Performance Tracking

Using Earned Value Analysis

Managing Change Management

Implementing Budgetary Control Measures

Reviewing Project Management Areas

## The Closing Stage

Acceptance of Deliverables

Releasing Resources

Acceptance of Contracts

Disassembling Project Team Members

Project Documentation