

# Project Management Training: The Project Management Master (PMADV, 3 jours)

---

## Description

Project management is the art of guiding a project or process towards successful completion. Corporate projects are complex in that they require the effective coordination of large multi-disciplinary teams and the allocation and management of vast resource portfolios. Effective project management is the key to a successful project. The course The Project Management Master (Project Management Training) equips the business professional with leading edge methodologies and practices in the project management field. Project management is a requirement for professionals in many areas of expertise, with many employers now identifying project management skills as vital to corporate success.

## Tarifs

- Tarification: \$2,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

### Introduction to Project Management

---

Project Management Basics

Understanding Project Constraints

Understanding the Nature of Projects

The Project Life Cycle: An Overview

The Art of Project Identification

Project Management and the GoC

### The Project Initiation Stage

---

The Project Initiation Stage

Understanding Project Triggers

About Project Management Roles

Creating Project Documentation

Determining Project Goals

The use of Brainstorming and Consultation

### The Project as an Entity

---

The Project Specification

Identifying Project Deliverables

What about Project Constraints?

The Importance of Assumptions

The Business Case

Writing an Convincing Business Case

The Project Definition Document

### Project Planning - Scope

---

The Need for Planning

About Focus and the Scope of Work:

Creating a Scope Management Plan

The Work Breakdown Structure: To Pass or to Fail?

### Project Planning - WBS

---

The Importance of the WBS

WBS Sections and Components

Creating a WBS

About Unique WBS Identifiers

Testing the WBS: Does it Work?

## WBS - The Details

---

The Task List and the Deliverables

Creating Effective Task Descriptions

Managing Timelines like a Pro

Estimating Time Requirements

Using Mathematical Method

Using PERT Calculations

## WBS - Scheduling

---

Reviewing Time Management

Room for Error: About including Buffer Time

The Project Schedule

Using Scheduling Charts

Updating Assumption and Constraints

Assigning Resources and Responsibility

## Planning Project Costs

---

Planning Costs

The Art of Resource Identification

Cost Estimation Methods

Understanding Administrative Costs

Budgeting Smart: Planning with Cost Buffers

## The Art of the Plan

---

Plan, Plan and More Plan

The Procurement Plan

The Human Resource Management Plan

The Financial Plan

Planning for Quality

The Final Plan

## Team Building for Project

---

The Qualities of Leadership

Comparing Leadership and Management

The Leader's Responsibilities

The Task of Team Building

Assembling the Team

Communication and the Team

About Teams and Motivation

About Teams and Conflict Resolution

## The Drive and the Motivation

---

The Art of Motivation

About Performance and Motivation

Who Cares about Morale?

The Effects of Improved Morale

Building Loyalty in Teams

## Implementing the Project Plan

---

Implementing the Procurement Plan

Quality Control and Assurance Measures

The Business Communication Model

The Need for 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

---