SETC Training Corporate Logo

Project Management Training: PMBOK based Tools & Techniques (PMPFUN, 4 jours)

Description

The course PMBOK based Tools & Techniques (Project Management Training) is an exploration of traditional PMBOK based project management. The training covers every stage of project management from Project Initiation to Project Closure. Included are key skills for the preparation of the Business Case & the Project Charter, the identification of Stakeholders, the creation & maintenance of the WBS, task scheduling, resource management, the creation of a Critical Path & more. You learn how to create and maintain a realistic budget & project schedule in the real world. The course also covers risk management, stakeholder management, communication management if that were not enough. This training course is a complete exploration of the project management discipline.

Tarifs

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

Plan de cours

Understanding Projects: Key Concepts and Terms

- What is and is not a Project?
- Understanding Project Phases
- What is Project Management?
- The Project Organization: Projects, Portfolios and Programs
- Key Relationships: Project, Program and Portfolio Management
- Projects and Strategic Planning
- Differentiating between Project Management and Operations
- Understanding Business Value, Business Justification and Projects
- The Project Manager: Roles and Responsibilities
- The Project Team: Composition and Roles
- Project Management and Technology: Concepts and Implementation
- Exercise: Identifying the Project and the Team

Project Management: The Lifecycle and the Project Context

- About the Project Lifecycle: Processes and Phases
- Tailoring to the Project Environment
- Organizational Structure
- Organizational Cultures and Styles
- Communication and the Organization
- Organizational Process Assets
- Enterprise Environmental Factors
- Projects Stakeholders
- Project Governance
- Exercise: Identifying the Project lifecycle and context

All about Processes

- Processes and Functions: Differentiating how from whom
- Understanding Project Management Groups
- The Relationship between the Project Lifecycle and Project Management Groups
- Starting Up: The Initiating Process Group
- Creating a Plan: The Planning Process Group
- Getting Work Done: The Executing Process Group

Getting things Done Right: The Monitoring and Controlling Process Group
Ending Smoothly: The Closing Process Group
From Beginning to End: Putting it all Together
Exercise: Identifying the phases and the processes
Starting Up: The Initiating Process Group
Overview of Processes in the Initiating Process Group
Getting Formal Authorization: Develop Project Charter
Develop Project Charter: Key Tools and Concepts
Develop Project Charter: Key Outputs
Know the Players: Identify Stakeholders
Identify Stakeholders: Key Tools and Concepts
Identify Stakeholders: Key Outputs
Exercise: Creating a Project Charter and a Stakeholder Register
The Plan and the Scope
Overview of Processes in the Planning Process Group
Planning the Project: Develop Project Management Plan
Overview of Project Scope Management Processes
What is Scope and how do we Describe Scope in a Formal Way?
Best Practices and Common Mistakes for Scope Management
Understanding Requirements: Types and Taxonomy
Collecting Requirements in the Real World
Working with Group Creativity Techniques: Brainstorming, Affinity Diagrams and More
Working with Group Decision Making Techniques: Unanimity, Majority and More
The Practitioner's Toolkit: Writing a Project Scope Description
The Work Breakdown Structure (WBS): What is it and why do we use it?
Creating a WBS
Creating and Working with the Scope Baseline
Validate Scope
Control Scope
Exercise: Creating a Template for a Project Management Plan
Exercise: Creating a Scope Baseline
Creating a Schedule
Overview of Schedule Management Processes
Plan Schedule Management: Concepts and Practice
The Schedule Management Plan: Contents and Structure
Identifying the Work to be done: Define Activities
The Tools of the Trade: Decomposition and Rolling Wave Planning
Identifying how the Work will be done: Sequencing Activities
Using the Precedence Diagramming Method
Working with Leads and Lags
Working with Project Schedule Network Diagrams
Estimating Activity Resources
Estimating Activity Durations
Analogous, Parametric and Three Point Estimating
Developing the Schedule
Working with the Critical Path Method
Working with the Critical Chain Method
Working with Resource Optimization Techniques: Leveling and Smoothing
Working with Modeling Techniques: What-If and Simulation

Working with Schedule Compression Techniques: Crashing and Fast-Tracking
Communicating the Project Schedule: Bar Charts, milestone Charts and PSN Diagrams
Control Schedule
Exercise: Listing and Sequencing the Activities
Exercise: Creating a Schedule and Identifying the Critical Path
Exercise: Applying Resource Optimization and Schedule Compression Techniques

Creating a Budget

Overview of Cost Management Processes
Plan Cost Management: Concepts and Practice
The Cost Management Plan: Contents and Structure
Estimate Costs: Practical Considerations
Analogous, Parametric, Bottom Up and Three Point Estimating
Working with Contingency and Management Reserves
About Reserve Analysis
About Progressive Project Funding
Determine Budget: Practical Considerations
The Basics the Earned Value Management
Earned Value, Present Value, Actual Cost, Estimate At Completion and Budget at Completion
Determining Progress: Cost Variance and Schedule Variance
Useful Ratios: CPI, SPI and TCPI
Forecasting: Determining EAC Scientifically
Exercise: Using Formal Estimation Techniques
Exercise: Determining a Budget and Defining Contingency and Management Reserves
Exercise: Controlling the ABC CRM Development Project: Using EVM to Assess Progress

Managing Quality

Overview of Quality Management Processes
Plan Quality Management: Concepts and Practice
The Quality Management Plan: Contents and Structure
The Cost of Quality: Conformance and Non-Conformance Costs
Seven Basic Quality Tools: Cause and Effect Diagram (Ishikawa Diagrams)
Seven Basic Quality Tools: Flowcharts
Seven Basic Quality Tools: Checksheets
Seven Basic Quality Tools: Pareto Diagrams
Seven Basic Quality Tools: Histograms
Seven Basic Quality Tools: Control Charts
Seven Basic Quality Tools: Scatter Diagrams
Other Tools of the Quality Trade Part I: Benchmarking, DOE and Statistical Sampling
Other Tools of the Quality Trade Part II: Brainstorming, Force Field Analysis and More
Control Quality: Prevention, Inspection, Attribute Sampling and Tolerances
Exercise: Applying Quality Tools in the Real World

Managing Human Resources

Overview of HR Management Processes
Plan HR Management: Concepts and Practice
The HR Management Plan: Contents and Structure
About Organization Charts and Position Descriptions: Formats and Use
Acquire Project Team: Tools and Techniques
Working with Virtual Teams
Working with Multi-Criteria Decision Analysis
Develop Project Team
About Training: Techniques and Approaches

Team Building Activities: Forming, Storming, Norming, Performing and Adjourning
Other Techniques: Ground Rules, Co-Location and Recognition
Manage Project Teams: Techniques
About Conflict Resolution and Necessary Interpersonal Skills
Exercise: Creating an Effective Team and Managing Conflicts

Managing Communications

Overview of Communications Management Processes
Plan Communications Management: Concepts and Practice
The Communications Management Plan: Contents and Structure
Communication Channels
Communication Models
Communication Methods
Managing Communications
Control Communications
Exercise: Creating a Communication Management Plan

Managing Risks

Overview of Risk Management Processes
Risk Concepts and Definitions: Appetite, Tolerance and Threshold
Plan Risk Management: Concepts and Practice
The Risk Management Plan: Contents and Structure
Identify Risks: Essential Concepts
Information Gathering Techniques: Brainstorming, Delphi, Interviews and RCA
Diagramming Techniques: Cause and Effect, Process Flow Charts and Influence Diagrams
About SWOT Analysis
Creating a Risk Register
Perform Qualitative Risk Analysis: Concepts
Risk Probability and Impact Assessment
Probability and Impact Matrix
Risk Data Quality and Urgency Assessments and Risk Categorization
Perform Quantitative Risk Analysis
Tools and Techniques: Interviewing, Probability Distributions and Simulation
Sensitivity Analysis
Expected Monetary Value Analysis
Plan Risk Responses
Strategies for Positive/Negative Risk Responses
Control Risks
Risk Audits
Exercise: Identifying Risks and Creating a Risk Register
Exercise: Performing Qualitative Risk Analysis
Exercise: Performing Quantitative Risk Analysis

Managing Procurement

Overview of Procurement Management Processes
Plan Procurement Management: Concepts and Practice
The Procurement Management Plan: Contents and Structure
Procurement Concepts and Definitions: Contract Types and Consequences
About Sourcing Criteria
Conduct Procurements
About Bidder Conferences and Procurement Negotiations
Control Procurements

Exercise: Conducting a Procurement

Managing Stakeholders

Overview of Stakeholder Management Processes

Plan Stakeholder Management: Concepts and Practice

The Stakeholder Management Plan: Contents and Structure

Stakeholder Analysis and the Power/Interest Grid

Manage Stakeholder Engagement

Control Stakeholder Engagement

Exercise: Managing Stakeholder Engagement with a Stakeholder Engagement Matrix

The Closing Process Group

Overview of the Closing Process Group

Close Project or Phase

Close Procurements

Exercise: Preparing for and executing Project Closure

Comprehensive Review of Project Management Processes