Course Title: Tools, Tips, and Strategies to Make Project & Program Management Work for You

Course Length: 3 days, in-person

Time in Class per day (hours): 6.5 hours of in-person instruction

Class Size: Minimum 6 / Maximum 20

Price Per Student: $1,100.00

Location: Wayne County *or* Company Site

Course Description:

Information is traveling faster and being shared by more individuals than ever before. Although project management has been an established field for many years, managing complex technology projects and programs requires tools, strategies, and information beyond standard project management. This course covers the essential managerial and technical aspects of modern project management. By weaving together theory and practice, the course is presented in an understandable, integrated view of project management. In the dynamic Connected and Autonomous Vehicles (CAV) Manufacturing Research & Development world, one cannot assume that what worked even five years ago is the best approach today. This course provides up-to-date information on how good project management and effective use of software can help to manage projects. Additionally, it gives professionals an opportunity to practice appropriate tools and techniques in a classroom environment, where stretching one's knowledge can safely take place. Topics include project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management.

Course Learning Objectives:

- Create a project charter
- Describe project management integration
- Identify stakeholders and define customer expectations
- Define project scope and work breakdown structure
- Develop a project schedule
- Develop cost estimates
- Describe methodologies for quality assurance
- Develop a human resource plan
- Develop a communication plan
- Perform risk assessment and mitigation
- Develop a procurement management plan
- Utilize Microsoft Project software to manage a project

Course Content/Syllabus:

Day 1:

This module concentrates on the analysis, strategy, and the planning aspect of financial acumen, in relationship with project management. Additionally, this module focuses on the art and science of problem solving and risk analysis, all of which can determine the success of a project. The concepts presented can be utilized for both current project managers and for those who are not "project-managers".

- Introduction to Project Management
- The Project Management and Information Technology Context
- The Project Management Process Groups: A Case Study
- Project Integration Management
- Project Risk Management

Day 2:

This module concentrates on the management aspect of the project requirements. The module also involves delegation and planning of the resources involved in project completion, and the software to display and manage processes milestones. Emphasis will be given to project tracking techniques and methodologies both of which are a must for a project manager.

- Project Stakeholder Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Microsoft Project and Visio software

Day 3:

This module concentrates in the management and financial acumen of the resources involved in the project, whether personnel or physical. Techniques in Problem Solving, whether technological, customer-centric, or collaborative amongst the stakeholders will be presented and discussed. The project's work breakdown structure will be discussed and created for the purpose of personnel delegation and resource planning. Important aspects of the module are emphasized such as how the project manager must be an active listener and formulate a communication plan in order to keep all stakeholders informed.

The final report out will be given for each project group. A significant emphasis will be put on a verbal peer review of each project with instructor feedback and analysis of each team's solution.

- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Stakeholder Management
- Group project report out

Course Assessment:

The following assessment activities will be completed during the course:
- Case study analysis. This is an individual assignment that depicts a real-life scenario, in which the student will deliver a solution. The student will review presented material, research similar information from multiple sources, then formulate a resolution.
- Team project. The student will team with other students to address a real-life scenario, in which collaboration is necessary for solving the problem. Included in this team project is the need for creating and maintaining documents using software such as Microsoft Project, Vision, and the Microsoft Office suite.
- Report outs. The team will report the status of their project in a professional manner, using tools that will be used in the project management field. The final project resolution is the culmination of the three modules.

Course Materials:

- Schwalbe, K. (2016). Information Technology, Project Management (8th Ed.). Boston, MA: Cengage Learning.

MAGMA short courses are held on a rolling basis, based on industry demand. Please complete this **short form** to express interest for yourself, or your organization.