



**Course Title:** Applied Project Management

**Course Length:** 1.5 days

**Time Online:** N/A

**Time in Class:** 9 hours

**Time in Lab:** N/A

**Class Size:** Minimum 10 / Maximum 30

**Price Per Student:** \$1,065.00\*

**Location:** Company Site

**Course Description:**

This course provides an introduction to the fundamental theory and approach used to manage projects successfully. It focuses on the application of project management methods and tools during the standard initiating, planning, executing, controlling, and closing processes and is intended to non-project managers. Employing standardized practices to improve the effectiveness and efficiency of project management is emphasized.

In this flexible, hands-on program, participants attend three instructor-led sessions, learn and apply various project management tools that are used throughout the standard process, and receive feedback on their work. Additionally, this program will assist in creating a discipline around Project/Process Management for the entire organization. This program presents a collaborative approach to project management, where both internal and external customer needs are the focus of projects and technology is used to supplement problem solving of human resources.

Participants are assessed and evaluated throughout the session to ensure that learning objectives are met. They will be evaluated by the facilitator throughout all sessions of the course. Instruction and facilitation will be adjusted as determined by the needs of the participants. In class activities will be evaluated to determine the participant competence.

Homework will also be assigned to be completed outside of and in between sessions as a component of the assessment process.

**Lab Projects Description:**

N/A. All coursework completed in class or as homework.

**Course Learning Objectives**

At the end of the program, participants will be able to:

- Identify the phases of standard project management.
- Use a project management toolkit, comprised of appropriate project management tools and templates to apply to specific phases of projects.

\* Price based on minimum enrollment, subject to change

- Demonstrate flexibility in adapting standard project management principles to the creative culture and environment of the organization
- Integrate a project management toolkit into SmartSheet® and Office 365® for effective tracking of project work product.
- Direct projects confidently through initiation, planning, and execution

#### Module One Learning Objectives

At the end of this module, participants will be able to:

- Define the strategy of projects, including project and program management.
- Explain the project management life cycle.
- Explain the primary project goal.
- Identify the project sponsor and project stakeholders.
- Explain project scope and how to avoid or stop scope creep.
- Estimate the resources needed in a project.
- Identify and break down the tasks of a project.
- Use various templates to effectively track project progress

#### Module Two Learning Objectives

- At the end of this module, participants will be able to:
- Create a project planning roadmap that outlines key project milestones.
- Identify team member roles and responsibilities, with effective delegation of tasks.
- Describe how project teams can be strengthened through the understanding of team dynamics, to effectively manage conflict through active listening.
- Implement project methodologies, as needed, throughout the project life cycle.
- Use various templates to effectively track project progress.

#### Module Three Learning Objectives

At the end of this module, participants will be able to:

- Implement project controls to ensure that the project is within scope, on time and on budget, i.e. financial acumen to work within allotted resources.
- Monitor the progress of a project through effective meetings and communication.
- Explain how to implement a pilot program for a project and its usefulness.
- Evaluate a project based on comparing actual results to project goal(s).
- Lead an effective debrief with the project team to discuss lessons learned.
- Demonstrate effective leadership skills throughout the project life cycle.

### **Course Content/Syllabus**

#### Module One

- Agenda, Learning Objectives, Participant Introductions, and Icebreaker Overview of the Project Management Life Cycle
- Phase One: Project Initiation
- Phase One: Project Initiation (cont.)
- Phase Two: Project Planning (Phase Two will be continued in Module Two) Learning Assignments, Learning Objectives Review

#### Module Two

- Agenda, Learning Objectives, and Icebreaker

- Phase Two: Project Planning (continued from Module One) Phase Two: Project Planning (cont.)
- Learning Assignments, Learning Objectives Review

### Module Three

- Agenda, Learning Objectives, Icebreaker, and Review of Project Life Cycle Phase Three: Project Execution and Project Controls
- Phase Three: Project Execution and Project Controls (cont.)
- Phase Four: Project Closure
- Learning Assignments, Learning Objectives Review