



Peak Performance Group, Inc.



Managing Projects

Get a solid understanding of project management methods with this comprehensive introductory course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization.

Managing Projects gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

Covering the entire project life cycle, this course is built around best practices currently used in today's fast-paced business environment. The latest insights from the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide), which incorporates information critical to project success, are also highlighted.

You'll learn project management skills through case studies, hands-on exercises and practical experiences that can immediately be applied to your job. This approach yields a comprehensive project management experience, including the early stages of defining project requirements, developing work breakdown structures, project change control and closeout.

As the ESI Project Management Professional Development Program's flagship course, Managing Projects opens the door to more efficient project implementation. The program's other courses provide - opportunities for you to build on the knowledge you gain during this course to enhance your project management capabilities.

As part of your course materials, you'll receive a copy of the Dictionary of Project Management Terms, Third Edition, by J. LeRoy Ward, PMP, PgMP.

The course materials also include comprehensive reference material specific to each unit of the course.

Reminder: Participants taking this course should not take *Managing IT Projects*.

Course Length: 3 days

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What you will learn:

- Master fundamental project management skills, concepts and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work breakdown structures
- Set realistic, measurable objectives and ensure positive results
- Estimate project costs and schedules using simple, proven techniques
- Establish a dependable project control and monitoring system

Course Topics

- **Introduction to Project Management**
 - What are “projects”?
 - Why project management?
 - The project life cycle
 - Influences on a project
 - Key stakeholders
 - Project management process groups
 - Project manager responsibilities
- **Project Initiation**
 - Understanding the role of senior management
 - Needs assessment
 - Project selection
 - Benefit/cost ratio
 - Present value and net present value
 - Building SMART objectives
 - Specific
 - Measurable
 - Agreed to
 - Realistic
 - Time-constrained
 - Developing requirements
 - Project charters
 - Project requirements document

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Course topics continued:

- **Project Planning**
 - Scope planning
 - The work breakdown structure
 - Estimating
 - Schedule planning
 - Network diagrams—CPM
 - Speeding up the schedule
 - Project management planning software
 - Cost planning
 - Responsibility matrix
 - Resource loading and leveling
 - Risk planning
 - Procurement planning
 - Communication and quality planning

- **Project Implementation**
 - Baselines
 - Developing the project team
 - Organizations and team structures
 - Managing change
 - Managing risk
 - Performance reporting
 - Reserves
 - Assessing and monitoring project performance
 - Earned value
 - Sunk costs

- **Project Closeout**
 - Scope verification and customer acceptance
 - Administrative and contractual closure

- **Transferring Lessons Learned to Future Projects**



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***PMBOK® Guide* knowledge areas covered in this course:**

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Human Resource Management
- Project Procurement Management
- Project Communications Management

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