

Just Enough Project Management

IP170 | Credits: 4 PDUs | Length: 0.5 day | Talent Triangle - Strategic

Overview

Many learning professionals deal with projects that are of short duration, sometimes less than six months – too big to manage successfully with just a task list on a tablet and too small to benefit from the full array of rigorous, formal project management techniques. This interactive workshop is designed to provide participants with knowledge and practice with using a flexible, efficient ten-step process that provides planning without overkill, and control without being cumbersome.

Using a case study, we will review ten steps of project management and focus on five key areas related to managing projects: Initiating, Planning, Executing, Monitoring & Controlling, and Closing.

Learning Objectives

Participants will learn how to:

- Apply a flexible ten-step model that provides a framework with tools and techniques to effectively manage a project.
- Determine project constraints and the impact on the project.
- Discuss questions to consider when planning for a project.
- Assess how to plan and sequence deliverables.
- Apply risk management in the context of managing small projects – so projects don't go 'off the rails'!
- Manage changes and expectations throughout the project.

Instructional Strategies

The workshop introduces main process concepts and proven practices from the Project Management Institute's (PMI) five process groups, Initiating, Planning, Executing, Monitoring & Controlling, and Closing. The instructor presents each topic in a tell-show-do format using a simple case study. Working in teams of four or five, participants then practice applying the tools and techniques presented in the workshop.

Audience

- Individuals with current or future assigned project management responsibilities.
- Individuals responsible for managing small projects
- Project leads or team members working on sub-projects of larger projects
- Project clients, sponsors, and other stakeholders who contribute to projects

Prerequisites

None.

Content Outline

Introduction

- Project Management Phases
- Ten Project Management Steps

Initiating the Project

- Components of Initiating a Project

Defining and Planning the Project

- Generating Work Breakdown Structure

Developing Estimates

- Effort and Duration Estimates

Defining Work Package and Activity Sequencing

- Defining Predecessors and Successors
- Building the Network Diagram

Identifying, Analyzing, and Documenting Risks and Responses

- Identifying Probable Causes and Developing Preventive Plans
- Developing Contingency Plans and Identifying Trigger Points

Tracking and Managing the Project

- Tracking and Managing Changes in the Project

Performing Post-Project Review

- Project Completion Process