

Creating a Project Management Training Plan For Your Team

Getting the Most Value Out of Your Training Program


Establishing a training program that aligns with corporate goals enables the most cost efficient use of available training funds. When designing a training plan it is important to consider who needs to be trained, what training they need, and what objectives are to be achieved by the training. Typically all staff involved in the delivery of projects require some training to be able to fulfill their responsibilities. These staff include division managers, project managers, and project team members, each with different training needs.

Who Needs Training

Position	Job Function	Training Need	Training Objective
Division Managers	Allocate Resources	<ul style="list-style-type: none"> PM Fundamentals Managing Teams & Communications Project Planning, Control, and Quality 	Understand the PM Framework, Manage Project Managers, Manage and control service delivery for area of responsibility.
Project Managers	Apply Resources	<ul style="list-style-type: none"> PM Fundamentals PM Competency Skills PMP Certification 	Understand the PM Framework, Obtain competencies in the PMI knowledge areas, Obtain Professional PM accreditation.
Project Team Members	Use Resources	<ul style="list-style-type: none"> PM Fundamentals 	Understand the PM Framework and their role in the delivery of projects

Training Plan

	Division Managers	Project Managers	Project Team Members
1. Project Management Fundamentals	X	X	X
2. Project Management Skills Development			
Planning & Control	X	X	
Cost Management		X	
Schedule Management		X	
Risk Management		X	
Quality Management		X	
Contracting & Procurement		X	
Team Management	X	X	
Communication	X	X	
3. PMP Certification Prep		X	



Project Management Workshops

Project Management Fundamentals

Provides a comprehensive overview of the project management framework based on PMI standards. Provides a foundation for implementing a PM corporate methodology.

Project Management Skills Development

Provides project management skills development on the project management context, processes, and PMI knowledge areas with techniques for managing teams.

PMP Certification Prep

This workshop provides strategies to enable participants to write and pass the PMP® Certification from the Project Management Institute.