

# PROJECT MANAGEMENT TOOLS & TECHNIQUES



For new project managers who want an overview of the project management framework based on the standards of the Project Management Institute (PMI).

Dates: 2 day Workshop  
Location:  
Price:  
PDU: 15 PDU  
Workshop Code: PM 100

## What the Workshop Provides

Provides a comprehensive overview of project management techniques so you can effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format. You gain skills that you can apply immediately on the job.

## What You Learn

Master basic project management skills, methodologies, and tools to enable you to prioritize your projects and workload, create realistic goals, recruit and manage high performing teams, create a work breakdown structure that makes your projects easier to manage, establish reliable project budgets and schedules, implement project tracking techniques, and create effective strategies to control the project budget, schedule, and quality. Both the technical and soft skill sides of project management are covered.

## Workshop Format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop. Every participant receives:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project manager's toolkit

## The Instructors

Each instructor is a working professional from industry. They are senior project managers that bring a wealth of practical experience to every workshop

## Topics Covered

### Day 1 Project Management Technical Skills

- 1. Project Management Basics**  
The need for project management  
What is a project  
What makes a successful project  
What is project management  
The project management process
- 2. Project Initiation**  
Prioritizing your projects  
The project requirements  
Establishing the goals of the project  
Risks and constraints  
The project charter
- 3. Project Planning**  
Project scope and WBS  
Schedule  
Budget  
Human resources plan  
Risk management plan  
Communications plan  
Quality plan  
Procurement plan  
Project plan
- 4. Project Execution**  
Implementing the project plan  
Managing the team  
Measuring progress
- 5. Project Control**  
Monitoring the project against the plan  
Identifying deviations from the plan  
Taking actions to bring the project back on track
- 6. Project Close-out**  
Client sign-off  
Documentation  
Lessons learned

### Day 2 Project Management Soft Skills

- 1. The Project Manager**  
What makes a successful project manager  
Project manager vs. project leader  
Project manager's power and influence  
Responsibility, authority, accountability
- 2. Managing High Performance Teams**  
Defining the team structure  
Setting roles and responsibilities  
Selecting the right team members  
Managing the newly formed teams  
Team building  
Conflicts in projects  
Managing conflict in project teams  
Achieving high quality decisions  
Team communications  
Negotiation in projects  
Project leadership
- 3. Project Management in Organizations**  
Creating a project management process that works  
Managing by projects  
Incorporating project management in your business
- 4. Resources for the Project Manager**  
Project management software  
The Project Management Institute



Earn PDU Credits from  
Project Management Institute

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for PDU credits from PMI.

## On-Site Training

We offer on-site training for this workshop. If you want to train 10 or more staff, we can provide your own in-house customized workshop at affordable group rates.

## More Information



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