PROJECT MANAGEMENT TOOLS & TECHNIQUES - LEVEL 1

National Project Management Inc

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

Registered Education Provider — 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

National Project Management Inc

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