

Project Management Essentials

Delivering Successful Projects

Poor project planning and controlling are two key reasons projects fail. This valuable course looks at the total project management process: from planning and organizing to implementing and closing, with special emphasis on project planning. It will detail the stages and processes of managing scope, quality, time, cost, risk and stakeholders at every stage of the process. The course will also emphasize the human factors that play an important role in every project.

The course employs an action-learning format that will enable you to apply basic project management processes, tools and techniques immediately back at work.

Takeaways

- Comprehend project management terms and definitions
- Understand the roles and relationships of the project manager, sponsor, steering committees and stakeholders
- Become familiar with the Project Management Institute's Project Management Framework, Processes and Knowledge Areas
- Recognize how projects evolve and how to manage changes along the way
- Plan and execute projects by establishing positive project procedures and practices that encompass the full life cycle of a project
- Use collaborative processes to plan and execute projects
- Monitor and control project scope, quality, time, costs and risk
- Set realistic budgets and schedules
- Build and organize an effective project team
- Employ good communication to reduce potential conflicts and ensure smooth project flow
- Ensure stakeholder satisfaction throughout the project life cycle
- Enable delivery of the business benefits
- Lead and inspire project team members
- Improve team synergy using rational and interpersonal processes

Audience

This workshop is intended for new project managers and those who are currently or about to be involved in projects of any size and type. It is also for experienced project managers who want a refresher on key project management concepts, tools and techniques, in order to enhance their ability to effectively manage projects.

Course Content

Project Management Framework

- What is a project and a program
- What is project management and why is it required
- What makes projects successful
- Project phases and life cycles

Project Management Processes

- Initiating: creating feasibility studies vs. project charters
- Planning: developing scope, work breakdown structures, relevant plans, risk register and conducting kick-off
- Executing: managing scope changes, risks and issues
- Monitoring and controlling: assessing, measuring and reporting on performance
- Closing: seeking financial, legal and administrative closure, formal acceptance, assessing project success, transitioning to the support organization

Project Management Knowledge Areas

- Integration management
- Scope management
- Time management
- Cost management
- Quality management
- Human resource management
- Communications management
- Stakeholder management
- Risk management
- Procurement management

Building the Team: Organizing for Effectiveness

- Key project roles and relationships
- Organizational planning: building project teams

Course Content (cont'd)

Managing the Project Team: Interpersonal Skills

- Leading, motivating and influencing
- Communicating and negotiating
- Managing conflicts
- Synergistic problem solving

Workshop Wrap-Up

- Avoiding mistakes of the past: tips to remember
- Individual opportunities for improvement

Course Format

The hands-on format features action-learning and simulation exercises as well as lecture and discussion. You will be grouped into teams that will work together in “real-world” project environments. Each team will plan a project using the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand.

This course is aligned with the Project Management Institute’s (PMI®) standards.

Special Features

As part of the workshop, you will receive:

- PMI® Project Management Book of Knowledge (PMBOK® Guide)
- Workshop templates: project charter, project plan, status report, stakeholder register, change request, issue logs and a project management key assessment factors checklist
- Book and website references
- 21 PMI® Professional Development Units (PDUs)

This course qualifies for the Sauder Professional Project Management Certificate Program

Course Leader

Denise Holleran-Boswell, PMP is the Founder and Managing Partner of Collaborators In Knowledge Inc., the “CIKI Learning Centre.” An expert in portfolio, program and project management, she brings more than 35 years of practical experience in managing, auditing and rescuing multi-million dollar projects. As a workshop leader, she has also trained thousands of students from the private and public sectors in the best practices of portfolio and project management. She is the past President of the Society of PMPs of Greater Vancouver, acts as an advisor to UBC’s Business Analysis and Program Management Certificate programs, and is a part-time faculty member at Sauder School of Business, where she is the Program Leader for the Certificate in Professional Project Management.

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