

Project Management Fundamentals - 1 or 2 Day Workshop -

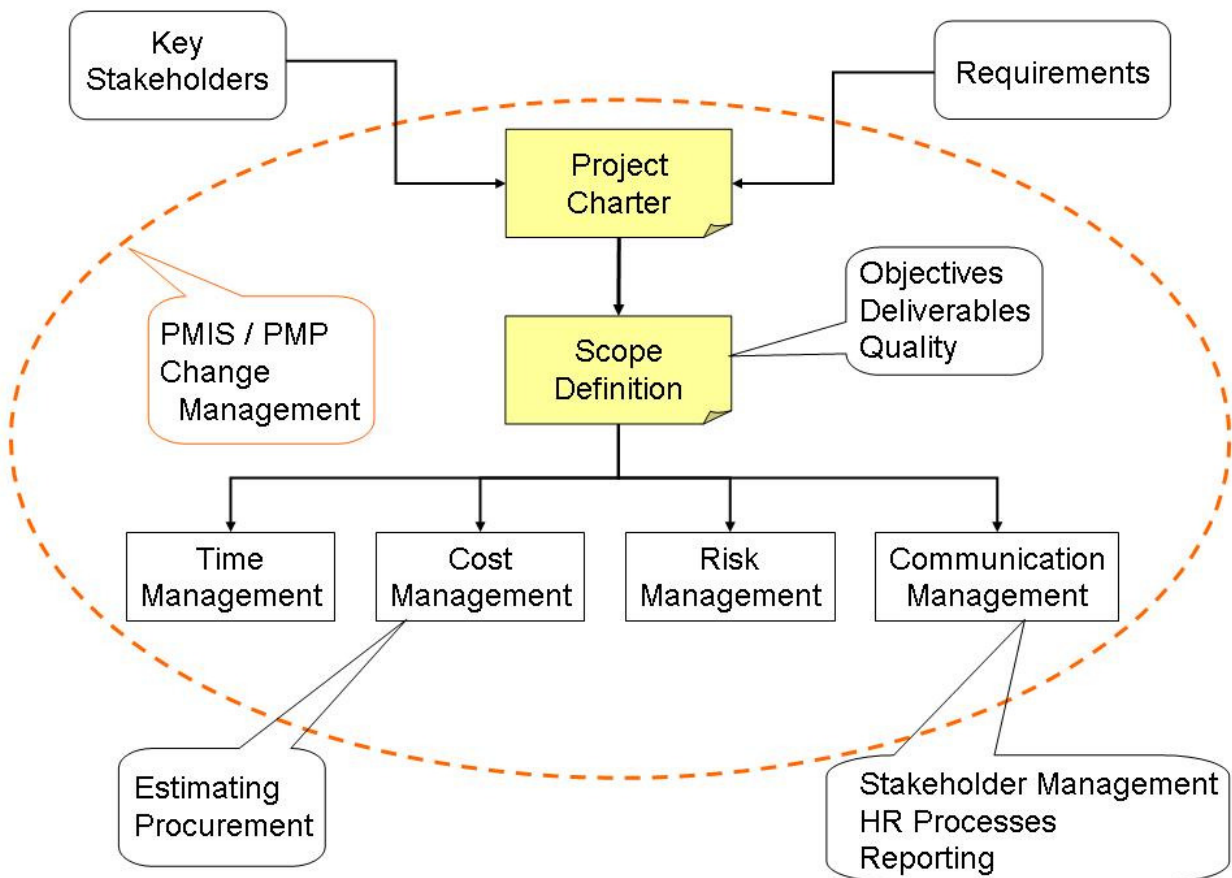
Learning Objectives

Managers will understand the power of using key project management processes to define, plan and manage a project. At the end of the course, trainees will appreciate the steps necessary to implement an effective project management system.

Classroom delivery option

Based on a range of effective processes, this workshop develops the skills needed to set up and run a project. The templates and tools used in the workshop are provided to trainees to take back and use in their own projects.

Overall Course Structure



Course Contents

- **Stakeholders and requirements¹**
 - Who matters?
 - What do they expect? (Requirements or Business Case²)
 - How will they know they have received it? (Success criteria)
- **The Project Charter**
 - Develop the Project Charter³
- **Understand and document the project Scope**
 - Define the project objectives in detail
 - Define the project scope and deliverables
 - The role of a WBS (Work Breakdown Structure⁴)
 - Understand the required level of quality needed to meet stakeholder requirements
 - Understand the difference between value (benefits realised) and cost⁵
- **Develop the project schedule**
 - Time and logic – work flows
 - Resource requirements for a 'realistic and achievable' schedule
- **Develop the cost plan**
 - Estimating options
 - Links to procurement
 - Cost management
- **Risks⁶ and Issues**
 - The Risk Register
 - Risk treatment and monitoring
 - Issue Management
- **Communicating for success**
 - Developing the communication plan⁷ (general reporting and targeted for effect)

¹ May use either our SWS Excel spreadsheet or our SoaP Word template, see: http://www.mosaicprojects.com.au/Tools+Template_Sales.html

² For more on the Business Case see: http://www.mosaicprojects.com.au/WhitePapers/WP1018_Business_Case.pdf

³ For more on the Project Charter see: http://www.mosaicprojects.com.au/WhitePapers/WP1019_Charter.pdf

⁴ For more on the WBS see: http://www.mosaicprojects.com.au/WhitePapers/WP1011_WBS.pdf

⁵ For more on benefits and value see: http://www.mosaicprojects.com.au/WhitePapers/WP1023_Benefits_and_Value.pdf

⁶ May use our risk spreadsheets, see: http://www.mosaicprojects.com.au/Tools+Template_Sales.html#Risk



- Communication monitoring⁷
 - People management (stakeholders, the team, HR, leadership)
 - **Managing for success**
 - Monitoring and updating the project management plans (PMP)
 - Maintaining project records in the project management information system (PMIS)
 - Change management
 - **Conclusion**
 - Wrap up
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Notes:

The structure of each PM Fundamentals Class is developed in consultation with the client organisation and is based on the available teaching time.

Links and references to supporting information and resources contained in Mosaic's extensive range of Published Papers and White Papers are included.

- Published papers see: http://www.mosaicprojects.com.au/Resources_Papers.html
- White papers see: <http://www.mosaicprojects.com.au/WhitePapers.html>

Resources are either drawn from materials developed for specific skills development workshops and our PMP Exam Preparation course materials.

- Workshops & short courses: http://www.mosaicprojects.com.au/Training-Home_SC.html
- PMP: <http://www.mosaicprojects.com.au/Training-PMP.html>

Or from tools and templates used by the client organisation.

This course is not designed as a preparation course for any of the PMI Credentials.

⁷ May use either our Communication management spreadsheet or our see: http://www.mosaicprojects.com.au/Tools+Template_Sales.html