

Fundamentals of Successful Project Management

Learn the secrets to successful project management with this comprehensive two-day workshop. Master all the essentials — how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. Whether you're managing a team or handling tasks independently, this course will help you transform even the most chaotic projects into a structured sequence of completed objectives.

Day 1

Session 1

Key Considerations for Project Managers

- The 6 unique characteristics that distinguish project management from other responsibilities
- Mastering the 6-stage project management process
- Recognizing the “triple threat” constraints you face with every project you start
- Why deadlines are missed — how to avoid, up front, the single biggest obstacle to meeting the schedule
- Avoiding the 4 most common problems that plague projects
- How to identify and avoid the 3 biggest pitfalls that can keep a project's outcome from living up to expectations
- The 10 commandments for successful project management
- The SMART approach to setting clear goals

Session 2

The Fundamentals of Project Planning

- The basic purpose of planning
- How to recognize and overcome the barriers to good planning
- When planning really is a waste of time
- The one rule to use for determining how much time to allow for planning
- How to use a simple planning “safety net” to make sure nothing falls through a crack
- Planning the time dimension — how to use PERT, Gantt, CPM — choosing the technique best suited to your needs
- How to estimate a project's cost — 4 straightforward methods
- How to efficiently integrate and allocate the resources at your disposal (and how to make a powerful case for more resources when you need them)
- There are 3 commonly accepted ways to provide for contingencies in project plans — we'll show you which one top project managers prefer

Session 3

Getting Down to Work

- Individuals receive trophies; teams win championships — how to recruit and select the winning project team
- The 4 staffing rules for building an effective team
- How to instill a high degree of motivation and commitment in team members
- How to get the cooperation and involvement of the critically important “support” team
- Why team member task assignments must include some “give and take”

- How to conduct project meetings that get results
- How to use the WBS system to tie work units to the time dimension
- Choosing the right management tools: internal integration vs. external integration
- 4 vital “people factors” you must take into account when setting objectives

Day 2

Session 1

Monitoring and Controlling

- How to structure reports for maximum value
- How to determine the kinds of reports you’ll want
- What written reports can and cannot tell you
- How to determine how much detail reports should include and what the distribution should be
- Recognizing the built-in bias of the report writer
- Using periodic and topical reviews as your “off-course alarm system”
- Communicating and coordinating — how to let everyone on the project know what’s expected of them and how they’re doing
- How to establish checkpoints and milestones that tell you whether or not your project is on track

Session 2

Problem Solving and Troubleshooting

- The 7-step problem-solving formula
- How using a decision tree can often make the solution obvious
- Dealing with the special problems of smaller projects
- How to use the principle of “organized disagreement” to ferret out creative alternatives and solutions
- How to handle the 7 most common sources of conflict in project management situations
- How to get team members to accept changes when necessary
- How to prepare for the changing nature and intensity of conflict as the project progresses
- 9 specific actions you can take immediately to save bogged-down, derailed projects
- How to recognize and deal with the “dirty dozen” project productivity killers

Session 3

Managing Multiple Projects

- The one management secret that will always serve you no matter how many “top priorities” you’re juggling
- Recognizing which projects must take precedence
- Multi-project reporting systems

Session 4

Computers and Project Management

- Recognizing what project management software can do for you — and what it can’t
- 7 evaluation criteria to help you select the best software package for your needs
- How to “test the water” before you jump in

Session 5

Putting It All Together

- How to organize what you’ve learned into your own Project Action Plan

