

# OUTLINE

## Intermediate Project Management Training

### Lesson One

#### *Getting Started*

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Lesson Two

#### Key Concepts (I)

- What is a Project?
- What is Project Management?
- What is a Project Manager?

### Lesson Three

#### *Key Concepts (II)*

- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

### Lesson Four

#### Initiation (I)

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverable

## Lesson Five

### *Initiation (II)*

- Developing a Record of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

## Lesson Six

### *Planning (I)*

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

## Lesson Seven

### *Planning (II)*

- Building the Work Breakdown Structure
- Creating the Schedule
- Creating a Risk Management Strategy
- Creating a Communication Plan

## Lesson Eight

### *Planning Tools*

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

## Lesson Nine

### *Implementing the Project*

- Establishing Baselines
- Tracking Project Progress
- Triple Constraint Reduction Methods

## Lesson Ten

### *Maintaining and Controlling the Project*

- Taking Advantage of Status Updates
- Handling Change
- Monitoring Risks

## Lesson Eleven

### *Closing Out*

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

## Lesson Twelve

### *Wrapping Up*

- Words from the Smart
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

This course can be fully customised for your business team.  
Please contact us for more details and our team will happy to assist.

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