

CODE WEB: PM3SC

PRICE: Contact us for a quote

Duration: 21 hours (3 days)

Target audience

Project Manager, anyone in a leadership position on a project team.

Participants: 4 à 16

Prerequisites

Knowledge of the essentials of project management

Andragogical team

Training given by a certified Kepner Tregoe project management Trainer

Educational objectives

Become familiar with KT's proven project management methodology

Develop strong project management skills, essential to achieve project goals on time and on budget

Go beyond basic theory and apply project management concepts and tools to real-life projects for immediate results

Andragogical and technical means

All workshop participants will have access to online learning aids after the workshop (coaching videos, tips, tricks, worksheets, etc.) with a My KT subscription

Evaluation and follow-up of the training

Digital sign-in

Case studies

Training assessment forms

Certificate of training

Project Management Workshop

The KT Project Management workshop provides project managers with a robust and proven project management methodology combined with the KT Clear Thinking skills needed to deliver real and measurable project results.

As the signature workshop of our project management training suite, this workshop prepares project managers to take on projects of any size and deliver them with confidence.

Training content

- **Module 1 Project Definition** (*ensure that the goals, scope, and resources of the project are clearly understood and that stakeholders agree to proceed*)
 - ✓ Lay out the desired end result, budget, and completion date in a simple, clear project statement
 - ✓ Identify criteria that will be used to guide decisions throughout the project and measure its success
 - ✓ Map the work of the project and organize it into a clear work breakdown structure
 - ✓ Identify the knowledge, skills, physical, and monetary resources needed to complete the work
 - ✓ Compare costs and benefits to help determine whether the project is viable
- **Module 2 Project planning** (*create a clear schedule and risk management plan to guide the project to success*)
 - ✓ Clarify work assignments and responsibilities
 - ✓ Sequence project tasks to ensure all of the work is done in a logical order, as well as look at the 'critical path' tasks
 - ✓ Lay out the project on a calendar and account for any time when resources are not available
 - ✓ Finalize all resource commitments and communicate key milestone dates
 - ✓ Perform a risk assessment on the plan, then design-in ways to manage the risks
 - ✓ Ensure final stakeholder buy-in of the finalized plan

CODE WEB: PM1SC

PRICE: Contact us for a quote

Duration: 21 hours (3 days)

Target audience:

Project Manager, anyone in a leadership position on a project team.

Participants: 4 à 16

Prerequisites

Knowledge of the essentials of project management

Andragogica team

Training given by a certified Kepner Tregoe project management trainer

Educational objectives

Become familiar with KT's proven project management methodology

Develop strong project management skills, essential to achieve project goals on time and on budget

Go beyond basic theory and apply project management concepts and tools to real-life projects for immediate results.

Andragogical and technical means

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Project Management Workshop

- **Module 3 People in Projects** (*manage involvement and expectations with stakeholders, project participants, and others*)
 - ✓ Utilize questioning and listening strategies to get the best ideas and complete information
 - ✓ Examine how well project resources are providing needed outputs and proactively manage project work for optimal results
 - ✓ Provide fair, objective feedback to people working on the project
 - ✓ Project Implementation: you've planned the work, now work the plan
 - ✓ Ensure resources are in place and ready to start
 - ✓ Track progress against the plan using milestones and status updates
 - ✓ Assess issues as they arise and work with project resources and stakeholders to determine appropriate actions
 - ✓ Analyze project results and capture lessons learned
- **Module 4 Additional topics** (*covered if time and learner interest are available*)
 - ✓ Criteria for selection of project managers
 - ✓ Techniques for creating useful time and cost estimates
 - ✓ Scheduling techniques to minimize project length and maximize outputs
 - ✓ Making the best use of Microsoft Project