

CODE WEB: PM5SC

PRICE: Contact us for a quote

Duration: 35 hours (5 days)

Target audience:

Designed for intact project teams

looking for a project management approach that can be immediately implemented on a real project **OR for teams struggling** with an ongoing project

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

Reduce the definition and planning time of your strategic and operational projects from a few weeks or months to **ONLY** five days to begin the important implementation phase.

Develop strong project management skills by working on a real project, with the help and support of KT project management experts.

Create a structured, collaborative and sustainable approach, based on a common language, to enable your project teams to achieve successful results on current and future projects.

Orient your team and other stakeholders to the key elements of project management at each stage of the project.

Andragogica and technical means

The Kepner-Tregoe Project Management learner's manual, the Kepner-Tregoe Process Guide, worksheets and a job-aid process map.

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

Learn and Do for project teams

An active learning experience, KT's "Learn and Do" for project teams is designed to help intact teams learn project management skills while applying them to critical, high-value projects.

The workshop provides a common approach to project management that brings critical team alignment. But perhaps the greatest result is that you will leave the workshop having defined and planned your project.

Training content

o Module 1 Project Definition

- ✓ Lay out the desired end result, budget, and completion date in a clear project statement.
- ✓ Identify objectives to guide decisions and measure success.
- ✓ Map the work and create a work breakdown structure.
- ✓ Identify the knowledge, skills, physical, and monetary resources needed to complete the work.
- ✓ Ensure stakeholder buy-in.
- ✓ Application Sessions: complete Project Definition for a current, high-priority project, with facilitation and coaching.

o Module 2 Project planning

- ✓ Clarify work assignments and responsibilities.
- ✓ Sequence project work packages to ensure the work is done in logical, critical-path order.
- ✓ Lay out the project calendar, taking into account resource availability.
- ✓ Finalize all resource commitments and communicate key milestone dates.
- ✓ Perform a risk assessment on the plan, then incorporate ways to manage the risks.
- ✓ Ensure stakeholder buy-in of the finalized plan.
- ✓ Application Sessions: complete Project Planning for the same project, with facilitation and coaching.

o Module 3 Project communication

- ✓ Utilize good questioning and listening strategies to get the best ideas and complete information.
- ✓ Set up the project performance environment for optimal results.
- ✓ Provide fair, objective feedback to people working on the project.
- ✓ Application Session: complete Project Communication planning for the same project, with facilitation and coaching.

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Learn and Do for project teams

o Module 4 Project Implementation

- ✓ Ensure resources are in place and ready to start.
- ✓ Track progress against the plan using milestones and status updates.
- ✓ Assess issues and work with stakeholders to determine appropriate actions.
- ✓ Analyze project results and capture lessons learned.
- ✓ Begin planning Project Implementation, with facilitation and coaching.

o Module 5 Program Objectives

Completion of the program enables project teams to:

- ✓ Clarify and agree on the purpose and scope of their projects (documented Project Statement, Objectives, Work Breakdown Structure, and Resource Requirements).
- ✓ Coordinate work and resources with the schedule while preparing for the unexpected (documented Responsibility Assignment Matrix, Network Diagram, Gantt Chart, and a plan to prevent and contain Potential Problems).
- ✓ Kickoff the project and plan to monitor the completion of deliverables to meet project objectives.
- ✓ Communicate to stakeholders to clarify purpose and scope, make decisions, handle issues, track progress, prevent and contain risks, and identify lessons learned.
- ✓ Use the KT Performance System to identify, analyze, and influence behaviors and performance of people on the project.

o Module 6 Program Design

KT has blended its proprietary instructional design approach with the best of current adult learning techniques.

- ✓ Before the session, KT works with you to select the projects your team will work on and prepares them to bring relevant documentation to the session.
- ✓ During the session, the project team fine tunes their project management knowledge and skills by defining and planning their projects. Through facilitated discussion and coaching, the team completes documenting project plans. Project teams have the option of documenting their projects using Microsoft Project or other software.
- ✓ After the session, project teams can continue to sharpen their skills using KT's *Learning Library* (free) or by contracting with KT for further coaching during project implementation.