

CODE WEB: PM5SC

PRICE: Contact us for a quote

Duration: 35 hours (5 days) including 1 day of individual coaching and 1 day of team coaching

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

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

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

Project team: Workshop/coaching program

An active learning experience, this program for project teams is designed to help teams obtain project management skills while applying them to real projects.

The workshop provided a common approach to project management that brings team alignment.

The one-day individual coaching is followed 6 weeks later by a one-day group coaching session to provide an intermediate and final review with each project stakeholder.

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*)
 - ✓ Known the context in which the project is to be set up
 - ✓ Lay out the desired end result, budget, and completion date in a simple, clear project statement
 - ✓ Develop objectives, identify associated constraints and how to measure progress
 - ✓ 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 according to the skills, experience and knowledge required
 - ✓ 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 and appropriate treatment solutions
 - ✓ Identify opportunities and develop the project accordingly
 - ✓ Ensure stakeholder support for the finalized plan

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Project team: Workshop/coaching program

- **Module 3 Project execution** (*Control and manage deliverables to achieve the project objectives and ensure that the project lives up to its values*)
 - ✓ Ensure that the project statement and objectives are clearly understood
 - ✓ Ensure that the necessary resources are in place and ready to go
 - ✓ Monitor progress against schedule and budget, and update project status
 - ✓ Examine whether project resources are delivering the expected deliverables, and proactively manage work to achieve optimal results
 - ✓ Carry out permanent control and monitoring using appropriate tools and organization
 - ✓ Manage the participation and expectations of project stakeholders
 - ✓ Provide fair and objective feedback to people working on the project
 - ✓ Identify risks that have arisen during the course of the project and analyse their impact
 - ✓ Implement appropriate and planned solutions
 - ✓ Assess problems as they arise and work with project resources and stakeholders to determine appropriate actions
 - ✓ Reframe the project if necessary
 - ✓ Monitor required changes and communicate them to stakeholders in an appropriate and relevant manner
 - ✓ Measure achievement of objectives
 - ✓ Analyse and evaluate project results
 - ✓ Close the project.
 - ✓ Present and communicate project results.
- **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
- **Module 5 Individual Coaching - 4 to 6 weeks after session**
 - ✓ Review process
 - ✓ Analyze the results of the project
 - ✓ Questions and answers on specific points and issues
- **Module 6 Group Coaching - 8 to 12 weeks after session**

Program completion:

 - ✓ Review process
 - ✓ Project review
 - ✓ Communication on project progress
 - ✓ Presentation by Project Leaders
 - ✓ Stakeholder Mapping
 - ✓ Review and work on an example
 - ✓ Use of the KT performance system to identify, analyze and influence the behaviors and performance of those involved in the project
 - ✓ Debriefing
 - ✓ Action Plan