

Project Management Workshop Content

TOPIC	LEARNING OBJECTIVE	TOOLS	ACCELERATORS & TEMPLATES
Intro to PM	Understand what a project is and what key factors make projects successful	PM Process Groups and Knowledge Areas "Triple" Constraint	
PM processes	Standard Project Management Processes used by organizations. Outlines Phase Gate, Waterfall and Agile frameworks	PM Process examples	Phase Gate Template
Project Initiation			
The Project Charter	Understand how to open a project effectively and communicate project objectives	Charter	Charter Template
Compelling Story	How to build an effective story to guide projects	Compelling Story	Compelling Story Template
Project Checklists	Understand the value of checklists (like the East Penn PM process)	Checklists	Project Phase Checklists
PM Roles and responsibilities	Understand the roles of key people involved in the project	Roles	Role Descriptions
Stakeholder Management	Understand stakeholders and how to effectively manage stakeholder expectations.	Power/Concern Matrix Roles and Contributions	RASIC Roles/ contributions
Project Planning			
Setting Project Scope	How to set and communicate the project scope	Assumptions/ Constraints	Scope Template
Setting Project Requirements	How to write effective requirements that produce great results	3 criteria for good requirements	Requirements Template
Building a schedule	How to build a schedule effectively	WBS, Network Diagram	Network cards
Managing the schedule	How to identify the critical path. How to shorten schedules effectively. How to manage schedule risk effectively.	Critical path, Crashing, Fast Tracking	
Estimating well	Challenges with estimating and methods to deal with them	Start on time, conversational PERT, Reference Class Forecasting	

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Project Execution			
Kick off Meeting	How to kick off a project well		Kick off meeting agenda
Risk Management	Understand 3 drivers of risk. How to analyze and manage project risks	Impact/Likelihood matrix	Risk Register
Running Effective Team meetings	Understand principles of team dynamics. How to manage schedules through team meetings. Documenting effectively.	Agendas 5 stages of teams	Timing quadrant Action & Decision Log
Project Implementation and Control			
Status updates & reports	When and how to report on the project	Logic behind reporting	
Change management	How to manage change in projects	Control documents	Issue Log and Change Log
Escalating Issues	Understand when and how to escalate issues effectively	Principles to follow	
Project Closure			
Lessons Learned	Gathering, communicating and acting on lessons learned during project	Project Closure content	Lessons learned
Closing	Operationalizing the project and dissolving the team		