

## Project Management: From Principles to Action

Develop comprehensive skills for project success from start to finish



“ Alex has a diverse background and is extremely knowledgeable, making the workshops interesting by relating the theory and concepts to actual current business scenarios. He's a natural teacher and I would highly recommend him as a facilitator. ”

Kathleen Perry - Amphenol Canada Corp.

### OVERVIEW

Project management focuses on planning and organizing a project and its resources. This includes identifying and managing the lifecycle to be used, applying it to customer centered solutions, and efficiently guiding the team through all phases until project completion. Through proper project management, you can assure that the purpose, vision and goals of the project are sustained, while supporting the stakeholder's tasks and objectives and complete the project on time and within budget. The participants will progress through exercises and factual case studies.

### KEY BENEFITS & TAKEAWAYS

- Manage projects efficiently from definition to execution and closure
- Initiate projects in a way that will enable success
- Understand and use effectively the 10 key process areas of project management
- Identify the change management needed based on the types of resistance to change
- Learn to monitor project progress and identify recovery plans to put them back on track
- Manage upcoming changes, costs, timelines and scope efficiently
- Ensuring project completion and the project's customer acceptance
- Learn how to identify the critical path of your project and apply "Agile" techniques to manage it better

## WHO SHOULD ATTEND?

This seminar is designed for professionals and managers that need to implement business solutions in any organization type: service, information management, manufacturing oriented or others.

## PROGRAM IN DETAIL

The program includes key practical insights, case studies, discussions, individual exercises and small group work. The interactive seminar format maximizes learning by encouraging participants to share experiences and ideas.

Key Themes covered over the duration of the program include:

### DAY ONE

#### Project Management today

- Success and failure: factual examples
- The 10 key process areas of project management
- Introduction to PMI and PRINCE2 practices
- Agile and waterfall project cycles
- The triple constraint: time, cost, scope

#### Scope of a new project

- Business plans and justifications development (overview)
- Project charter and Project management plan
- Building a work breakdown structure
- Requirements identification and prioritization

#### Managing the project quality from day one

- Project metrics definition
- Setting up a project dashboard
- Project kick off and reviews
- Quality audits and control plan

### DAY TWO

#### Planning and Managing the project time

- Schedule creation and planning durations
- Critical path: identification and impact mitigation using Agile techniques
- Following up and addressing issues
- Gantt charts, To do lists
- Reviews identification and logistics

#### Planning and Managing the cost

- Cost categories and planning
- Contingency planning
- Cost tracking and scorecards
- Cost performance index Schedule performance index: practical use

#### Managing the team and the extended team

- Resource planning vs requirements
- Team responsibilities assignment and the RACI matrix
- Team dynamics and facilitation
- Managing resistance to change

#### Managing procurement and contractors

### DAY THREE

#### Managing communication and stakeholders

- Rules of effective and clear communication
- A deeper look at communication planning
- Stakeholders reviews and Team meetings

#### Managing risk

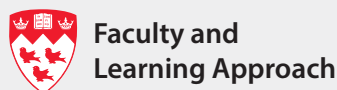
- The risk management cycle: identification, analysis, response, monitoring
- Risk categories and identification tools
- Analysis and prioritization
- Risk monitoring and closure

#### Managing the project integrity and change requests

- Multi events integrations
- The role of stage gate reviews, block changes, milestone reviews
- Specifications, services and product changes
- Process related change – to manage or not to manage

#### Closing a Project

- Lessons learned
- Acceptance levels and closure checklists



Faculty and Learning Approach

*As an integral part of McGill's Desautels Faculty of Management, the Institute's faculty team is comprised of McGill University professors and lecturers as well as highly-rated academic and business experts from around the world.*

*Please visit our website to review the complete faculty team assigned to this program.*