



excellence in project  
management learning

PROJECT MANAGEMENT 101

A THREE-DAY WORKSHOP (21 PDUS)



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## none of us start our careers as project managers

As a result, we reach a point where the organizational skills that got us this far are no longer sufficient to be successful in the future.

In order to deliver successful projects... to execute them on time, on budget and to specification... project managers need a consistent and reliable process that allows them to effectively plan, execute and demonstrate results.

Excellence in project management is determined by how well a project manager can consistently execute the project management process.

This workshop will introduce you to a formal process for project management. The experienced project manager will enhance their ability to effectively manage a project while the newest project manager will learn a practical end-to-end process for delivering quality projects, time after time.

## our blueprint

### INITIATING THE PROJECT

Every project competes with every other project for money, resource time and attention. Those projects that are clear priorities for the organization have the greatest chance of successful delivery. You will gain a clear appreciation for how projects are evaluated, prioritized and selected, and the critical steps in project initiation.

### PLANNING THE PROJECT

Action without planning is chaos. Never is this truer than in the management of projects. Through the workshop, you will learn and apply the complete process of planning a project from identifying stakeholders and requirements through to planning and estimating the work. The critical dimensions of project approval are defined, as well as how to effectively communicate the certainty of project estimates.

### EXECUTING THE PROJECT

Once a plan is complete, the success of the project is dependent upon how well the project manager controls and manages the execution of the project. You will learn the essential techniques of tracking and control that allow project managers to accurately identify status, respond to change and confidently manage uncertainty.

### COMMUNICATIONS, TRACKING AND CONTROL

Making effective choices in response to changing circumstances is essential to keeping a project on track. You will learn the essential tools for evaluating and making decisions, and for ensuring that the organization is aware of progress and accomplishments.

### CLOSING THE PROJECT

Our ability to succeed in the future depends upon how well we learn from the mistakes of the past. You will develop an appreciation for the critical activities of closing a project. You will explore the critical role of

the post-implementation review in evaluating project success and how to identify and capture lessons learned to be able to better manage future projects.

### PROJECT MANAGEMENT TEMPLATES

Included with each participant package is a CD-ROM that provides a complete set of project management templates for use back on the job. You are encouraged to adapt these templates to the specific requirements of your real world projects.

### OUR PARTICIPANTS

This workshop has been designed to provide project managers, regardless of their experience level, with a practical process that will support your pursuit of excellence in project management. The workshop is targeted to project managers, project coordinators, project leaders and program managers who are trying to develop better skills and more reliably deliver effective projects.

### WORKSHOP FORMAT

The workshop is a combination of theory and hands-on exercises. Each exercise is targeted towards you fully experiencing all aspects of the project management process.

As this course is very hands-on, course size is limited to a maximum of 20 participants.

Each participant will be provided with a complete Project Managers Guide to the Process of Project Management resource book and a CD-ROM template package that includes all materials presented during the workshop.

### PRE-READING

There are no pre-reading assignments for this workshop.

### BENEFITS

Unique benefits of the Interthink curriculum include:

- Smaller class sizes; most of our classes are limited to 20 participants, and often less.
- Public courses are fully catered, including a quality breakfast, lunch and snacks throughout the day.
- Detailed workshop manuals that provide on-going reference after the learning experience.
- Professional Development Units (PDUs) towards certification and re-certification as a PMP or CAPM.

## our commitment

Project Management 101 will enhance your knowledge of all aspects of managing a project, including:

- Understanding the terms and definitions used in project management
- Initiating a project effectively
- Defining expectations for the project and gaining agreement on project outcomes
- Defining the project scope, deliverables, work, order and logic
- Estimating the project cost, duration and resource requirements
- Developing performance, risk, quality and communications plans
- Finalizing the plan for management approval
- Building the project team including considerations for full-time and part-time resources
- Tracking project progress using both deliverable and time reporting techniques
- Controlling the project, including the management of project issues, risks and changes
- Reporting and communicating on all aspects of project success and challenges
- Closing the project, including contractual and administrative completion and identification of lessons learned

## our program

### DAY 1 (8:30 – 4:30)

- Defining the course objectives and individual objectives
- Concepts and definitions
- Initiating the project
- Identifying stakeholders and requirements
- Defining the project approach and scope

### DAY 2 (8:30 – 4:30)

- Defining the work: building the deliverable and work breakdown structures
- Defining order and logic: PERT and CPM precedence diagramming
- Estimating the project: effort, duration and cost
- Finalizing the plan
- Building effective teams

### DAY 3 (8:30 – 4:30)

- Tracking the project progress: evaluating - progress against the project plan
- Controlling the project: a review of project issues and planning for project risk
- Reporting and communicating: enacting the project awareness strategy
- Closing the project: ensuring administrative and contract closeout
- Course review and wrap-up

## our courses

Our courses have been designed so that their outcomes are relevant and employable on projects of any size and for any industry. Participants are able to immediately incorporate the tools and techniques they learn into the projects they are currently working on.

Interthink Consulting partners with educational institutions across western Canada in the delivery of advanced project management skills courses. Interthink's training and certificate programs are fully compliant with the PMI Project Management Body of Knowledge (PMBOK) and are ideal preparation for the PMP and CAPM certification examinations.

We want to talk with you about how we can support your project learning needs. Please contact us at our Edmonton, Alberta offices at 780/414.6391, or visit our website at [www.interthink.ca](http://www.interthink.ca).

Join others who have experienced excellence in project management training, and who have realized the value of this newfound knowledge in delivering successful projects.



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