

# Successful Project Management

## Course Overview

*Successful Project Management* introduces the fundamentals of initiating, managing and executing a project. Learn the foundational project management methodologies most commonly used across a variety of industries, and how to adapt them to your organization's needs. Discover the essentials for making a strong business case to motivate and invigorate your team. Become familiar with waterfall and agile tools to confidently approach projects with a plan for success.

Gather project management principles and advice through industry examples and lessons learned so that you can provide your organization with the skills necessary to successfully execute projects. Participate in simulated project team exercises to gain experience in developing business cases and project charters, collaborative scheduling, resource allocation and sprint planning. Build your project managers toolkit with practical instruments for success.

## Module 1

### Project Management Methodologies

Learn to recognize the components of an organization that would benefit most from waterfall, agile or hybrid methodologies.

- Recognize the benefits of identifying a project management methodology
- Identify the strengths and weaknesses of various project management methodologies
- Discuss how to communicate a chosen methodology with a project team

## Module 2

### Introduction to Initiation

Discover techniques to construct a solid business case and project charter for obtaining project buy-in.

- State a business case based on a need, requirement or request
- Reproduce the key elements of a project charter
- Recognize the three categories of stakeholder authority

## Module 3

# Planning Foundations

Gather tools for developing risk contingencies, critical paths and scheduling resources.

- Identify contingencies to mitigate, retain and transfer risk
- Discuss the process of identifying and documenting project relationships among project tasks
- Explain the procedure of analyzing tasks, requirements and constraints to develop a project schedule

## Module 4

# Executing and Monitoring Performance

Participate in group activities to practice group speak, active listening and team validation.

- Describe how each of the three change request options would impact a project
- Discuss the performance advantages of written and verbal reporting
- Relate project documents to communicating status and progress measurement

## Module 5

# Evaluation and Testing Cycles

Use the techniques and reporting tools in this module to effectively track and adjust schedules as necessary.

- Discuss the differences between the waterfall and agile methodologies during the testing and implementation phase
- Use the affinity estimating technique to relate how items are cataloged in agile sprint cycles
- Identify the purpose of using burn up and burn down charts in demonstrating project progress

## Module 6

# Acceptance and Closure

Learn techniques for recognizing when to accept outcomes and close a project.

- Express the qualities of project completion criteria
- Discuss varying project management methodology (PMM) details to include in the lessons learned registry
- Recognize the benefits of reviewing the original business case to assess project success