

# The Advanced Project Manager's Tool Kit

## Course Overview

Successful project managers have a myriad of resources and skills at their disposal. Collect more project management instruments to add to your tool kit with the interactive exercises, group activities and simulations included in this course. Walk through the stages of defining purpose, performing root cause analysis and executing waterfall and agile approaches to gain momentum for your projects.

*The Advanced Project Manager's Tool Kit* is your resource for revitalizing project teams and gaining a new perspective on the tools you already have at your disposal. Take a deep dive into Microsoft® Outlook® and discover innovative methods to plan and organize projects using tips on features, tactics and step-by-step instructions. Add organization and productivity to your project team using the techniques presented in this course.

## Module 1

### Uncovering an Ultimate Purpose

Learn how to discover an ultimate purpose in order to align projects with organizational standards, values and behaviors.

- State the 5 elements that define an ultimate purpose
- Write a benefit statement to represent the outward-facing purpose of a goal
- Translate a problem into an ultimate purpose

## Module 2

### Scheduling for Solutions

Uncover underlying needs and gain the skill to complete efficient, cost-effective and value-based projects.

- Use the root cause analysis chart to quickly get to the causes of an issue
- Group root cause issues by milestones
- Sequence and schedule solutions for action using the critical path method

## Module 3

# Manage Risk

Many projects will experience more valuable outcomes when higher risk is planned for and either mitigated or accepted.

- Arrange project risks using a brainstorming technique
- Recognize the value of categorizing and planning for risk
- Practice assigning probability, impact and severity to risks

## Module 4

# Agile Needs Analysis

Apply agile techniques to compose user stories, gain new perspectives and drive projects forward.

- Recognize how perspective, experience and opportunity determine need
- Demonstrate the essential elements of a user story
- Define the monetary and abstract benefits associated with client requests

## Module 5

# Sprint Planning and Execution

Track tasks and measure progress using sprint planning sessions, backlogs and process charts.

- Estimate user story value based on realistic expectations
- Group user stories into 3 sprint backlogs
- Demonstrate the agile process of execution, completion and release

## Module 6

# Outlook® for Project Management

Master Outlook® for project management to elevate productivity and communication.

- Recognize the benefits of grouping project tasks in task folders
- Identify the steps to adding tasks and customizing task fields
- Discuss the benefits of using the To-Do Bar in tracking progress