

PM 104: Advanced Project Management Concepts, Tools and Techniques

Length: 1 Day

Summary: Completing a progressive series of project management skills, advanced project management concepts, tools, and techniques looks at both soft and technical skills which are needed to advance in your practice.

COURSE CONTENT

1: ADVANCED SOFT SKILLS

- Introductions
- Leadership
- Delegation
- Exercise: Delegation Practice
- Innovation
- Exercise: Solving the SoCal Water Crisis

2: INTEGRATING PROGRESS, COST, AND SCHEDULE WITH EARNED VALUE MANAGEMENT

- Review of EVMS
- Using EVMS for Forecasting
- Using EVMS to Get Back on Track
- Exercise: Can we Recover?

3: ORGANIZATIONAL CHANGE MANAGEMENT

- The Need for Macro Change Management
- Assessing Organizational Readiness
- Using Appreciative Inquiry for Change Management

4: ADVANCED SCHEDULING

- Scheduling Network Computations
- What Really Happens When Resources are Doubled
- Creating Schedule Buffers

- Digging Deeper into PERT
- Demonstration: Advanced MS Project Uses

5: IMPROVING PROJECT MANAGEMENT QUALITY

- Seven Basic Quality Tools
- Introduction to Continuous Improvement
- Why and How to Measure Project Quality
- Improving Project Management Through Continuous Improvement
- Exercise: The Case of the Missing Requirements

6: PROJECT RESCUE

- Conducting Project Reviews
- The Review Report
- Taking Recovery Steps
- Executing Recovery and Planning for the Future

7: PROJECT COMMUNICATIONS

- Guided Exercise
- Stakeholder Identification
- Communications Model
- Building a Stakeholder Friendly Communications Plan