

PROJECT MANAGEMENT TOOLS AND TECHNIQUES LEVEL 2



Participants receive more advanced project management skills development training building on the theory and fundamentals of the Project Management Institute (PMI) framework. Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority, difficult clients are all problems that the project manager often faces and must manage and control. This course provides a comprehensive overview of the issues which project managers face in their work and provides practical tools, based on PMI best practices, for managing them. Instruction and industry examples of these tools are provided in an interactive format.

What you learn

Master advanced project management skills and tools that enable you to:

- Properly manage project initiation
- Formulate and execute the project plan
- Create strategies to manage risk
- Measure performance and maintain control
- Create strategies to manage client expectations and achieve client satisfaction
- Establish methodologies for integrating project management into your daily work

15 hours

Dates

Mar 26 – 27/15
Thu-Fri
8:30-4:30
CEPJ 120 C01

**Registration
recommended by**
Mar 19/15

Bookstore: (250) 561-5808
Cafeteria: (250) 561-5807
Parking: (250) 563-8430

Mon-Thurs 8:00am-4:00pm, Fri 8:30am-4:00pm
Mon-Thurs 7:30am-9:30pm, Fri 7:30am-3:00pm
All CNC parking lots are pay parking. Parking passes may be purchased from dispensers located inside the doors to each building.

Library: (250) 561-5811

Continuing Education
College of New Caledonia
3330 22nd Avenue
Prince George BC V2N 1P8
250.561.5846
1.800.371.8111

Earn PDU credits

This course qualifies for 15 Professional Development Unit (PDU) credits from PMI.

Recommended

Completion of Project Management Tools & Techniques – Level 1 or previous PMI compliant training.

Workshop format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop. You will receive:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project management templates

Topics covered

See page 3

On-site training

We offer on-site training for this workshop. If you want to train 10 or more employees, we can provide your own in-house customized workshop at affordable group rates.

Textbooks required

Course materials are provided.

Fees

\$899 plus Tech Fee

To register

Visit our website at www.cnc.bc.ca/cepg/Registration
or phone the CE Registration Desk at 250-561-5801

1. *Initiating the Project*

- The project selection process
- Defining the project requirements
- Aligning the requirements with the scope
- Strategies for using the project charter

2. *Scope of Work and Work Breakdowns*

- Defining the scope of work
- Alternative Work Breakdown Structures (WBS)
- Which WBS is appropriate
- Validating the scope of work

3. *Project Schedules*

- Defining the project activity list
- Activity sequencing
- Strategies for activity duration estimating
- Schedule development
- Critical path analysis

4. *Project Budgets*

- Resource estimating techniques
- Cost estimating
- Contingency analysis
- The cost baseline
- How to report on the project budget and expenditures during each project phase

5. *Project Progress Monitoring/Reporting*

- The project baselines
- Techniques for measuring progress
- Earned value analysis
- Reporting on progress
- Reporting on schedule
- Reporting on deliverables
- Estimating cost at completion

6. *Change Control Systems*

- Factors which impact scope changes
- Managing change requests
- Scope change documentation
- Change tracking systems
- Change approval authorities

7. *Risk Analysis and Management*

- Risks on projects
- Identifying risks on projects
- Creating the risk register
- Risk analysis
- Corporate tolerance for risk

8. *Managing Project Teams*

- Creating the project organization
- Resourcing the team
- Developing and managing the team
- Conflict management
- Negotiation
- Motivating the team

9. *Project Communication*

- Creating a project communication strategy
- Managing project meetings
- Lessons learned reviews
- Managing stakeholder expectations

10. *Contracting and Procurement*

- The contracting methodologies
- Solicitation documentation
- Request for proposals
- Creating evaluation criteria
- Proposal evaluation strategies
- Awarding contracts
- Contract administration
- Measuring contract performance