



## Applying the PM Knowledge Areas

### Overview

A fast, practical and effective way to develop the practical skills of your Project Managers

- Intensive 6 days of Project Management practise workshops and Leadership training in a safe environment
- Participants are assumed to already have had some formal PM training although some support groups may also attend and be allocated among teams
- Pre-course participants will receive an Introduction Pack including the Case Study to be used in the workshop
- The workshop will take the PM's knowledge and by using a realistic case study and related scenarios, will allow groups to apply PM principles and also practice what they have learnt
- Each team will work on a problem for each day and present their solution to the group with a feedback session given by the Lecturers
- The Workshop will also include revision of PM theory and development of leadership skills of PM's (such as presentations, negotiations, team building, and leadership) which are essential to turn theory and PM principles into competency
- A comprehensive workbook and handouts of course material is provided to each attendee
- Attendees receive a Certificate of Attendance on completion

### Value to your organisation

Apart from developing your Project Managers and support staff as described above, you will re-enforce the need for and benefits of following good practices, and be able to evaluate how effective are your current processes.

### Logistics

There are two instructors at each workshop – both are certified Project Management Professionals (PMP), and experienced practitioners and trainers.

If conducted in-house the workshop is tailored to meet specific needs of the organisation.

The course will be delivered in English unless otherwise requested, planned and negotiated.

An outline of the workshop program is on the following page.

### Case scenarios – will cover these situations

The case scenarios will simulate typical project problems that teams need to resolve in real life projects

Day 1	Initial Project Approval	Prepare Business Case or Proposal to client for management approval
Day 2	Project Planning and Approval Part 1	Prepare components of the plan – overall delivery approach, schedule, risk, quality
Day 3	Project Planning and Approval Part 2	Prepare the integrated plan, project organisation and governance, stakeholder management, supplier management, cost management
Day 4	Project Execution and Controlling - Part 1	Project start-up issues, team building, Stakeholder / Client management in place, team resources
Day 5	Project Execution and Controlling - Part 2	Problem during the project - supplier related problems, changes to scope, performance reporting, project recovery actions, and providing options to management
Day 6	End of Project	Project Closure, Handover and Acceptance Criteria. Post project review - learning from project, benefits realisation, supplier and stakeholder review. Team reflective learning

## Course outline

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
<b>AM sessions</b>	<ul style="list-style-type: none"> <li>• Introduction by Organisation Management</li> <li>• Course introduction, case study review</li> <li>• Presentation skills development</li> <li>• PM Revision</li> <li>• Explanation of Scenario 1</li> </ul>	<ul style="list-style-type: none"> <li>• Day 1 Feedback sessions</li> <li>• Team Building exercise / presentation</li> <li>• PM Revision</li> <li>• Explanation of Scenario 2</li> </ul>	<ul style="list-style-type: none"> <li>• Day 2 Feedback sessions</li> <li>• Leadership skills exercise / presentation</li> <li>• PM revision</li> <li>• Explanation of Scenario 3</li> </ul>	<ul style="list-style-type: none"> <li>• Day 3 Feedback sessions</li> <li>• Negotiations skills exercise / presentation</li> <li>• PM Revision</li> <li>• Explanation of Scenario 4</li> </ul>	<ul style="list-style-type: none"> <li>• Day 4 Feedback sessions</li> <li>• Managing the Stakeholders exercise / presentation</li> <li>• PM revision</li> <li>• Explanation of Scenario 5</li> </ul>	<ul style="list-style-type: none"> <li>• Day 5 Feedback sessions</li> <li>• Groups to summarise their learnings for course</li> <li>• PM revision</li> <li>• Explanation of Scenario 6</li> <li>• Group work on Scenario 6</li> </ul>
<b>Lunch</b>	Lunch	Lunch	Lunch	Lunch	Lunch	Farewell lunch
<b>PM sessions</b>	<ul style="list-style-type: none"> <li>• Group work on Scenario 1</li> <li>• Team Presentations on Scenario 1</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on Scenario 2</li> <li>• Team Presentations on Scenario 2</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on Scenario 3</li> <li>• Team Presentations on Scenario 3</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on Scenario 4</li> <li>• Team Presentations on Scenario 4</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on Scenario 5</li> <li>• Team Presentations on Scenario 5</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on Scenario 6 (continued)</li> <li>• Team Presentations on Scenario 6</li> <li>• Day 6 Feedback session</li> </ul>

- Teams will need to “interview” Lecturers to gain information, as it will not all be provided to them in the case study and other handouts
- The Lecturers will also play the role of “Managers”, “Client” and “Contractors” to simulate typical project scenarios
- Teams will appoint Leaders and presenters for each day – presentations will be rated, if required. Feedback will be given.