

Project Management according to PMBOK® Guide



Purpose of the training

The training is addressed to not very and medium-advanced participants acting as; **project managers**, project manager assistants, **project team** members, as well as other people interested in project management issues.



Benefits of completing the training

Teaches **project management** in accordance with the "ProjectManagement Body of Knowledge Guide". It can also be the first step to obtaining **PMP®** certification. It is conducted with activating methods (a series of practical exercises based on the actual case). The exercise cycle is supported by the lecture of the **PMBOK®** Guide standard.

Note: it is not a lecture on the theory of PMBOK®Guide, but a practical management learning based on the selection of techniques contained in the PMBOK® Guide.



Expected Listener Preparation

Basic knowledge on the implementation and management of projects is required. Participation in the project and your own design experience will be an important help.

Contact hours / PDU

Participants receive 18 contact hours

(Contact hours are units required to obtain Project Management Professional (PMP) ® certificates.)



Training Language

- **Training:** Polish
- **Materials:** Polish



Duration

3 days / 21 hours

Training agenda

1. Introduction to project management acc. to PMBOK® Guide
 - PMI and PMBOK® Guide
 - What is a project and what makes it special?
 - Why project management?
 - Variables (constraints) of the project – time, cost, quality, risk, resources
 - Project success from different perspectives
 - Business value and benefits of the project
2. Value delivery system
 - Project as element of value delivery system
 - Program and portfolio
 - Project management office (PMO)- main functions and benefits
 - Project environment – internal and external
3. Principles of project management acc. to PMBOK® Guide
4. Stakeholders
 - Who are project stakeholders?
 - Stakeholder engagement management
 - Stakeholder identification and analysis
 - Power interest grid
 - Stakeholder engagement good practices
 - Model ADKAR®
 - 8 steps of change management acc. to Kotter
5. Team
 - Project team and project management team
 - Project manager
 - Project manager competencies
 - Effective project sponsor

- Collaborating between project manager and sponsor – good practices
- Basic team management tools – RACI matrix, team charter
- Creation and development of project team
- Motivation and collaboration in the team – Maslow pyramid, Herzberg theory, XYZ model, internal motivation arc. to Pink
- Team conflicts and solutions to them

6. Tailoring the project and approach method selection

- Tailoring – what is, why to do it and how?
- Tailoring process
- Delivery approaches – predictive, hybrid and adaptive – when to use which?
- How to select and tailor right approach to project management?
- Project initiation
- Project charter
- Initiation artifacts – vision declaration, business model canvas, roadmap
- Effective kick-off meeting
- Initialization vs planning – goals and differences

7. Project planning

- Roller wave planning as key planning technique in projects
- Project management plan and its role
- Acquiring, definition and prioritisation of requirements (MoSCoW technique)
- Scope definition and creation of work breakdown structure (WBS) – good practices
- Task duration estimation methods
- Creation of network diagrams
- Critical path method
- Schedule creation – good practices
- Resources balancing
- Schedule optimization (crashing, fast-tracking)
- Estimation errors, buffer allocation reasons
- Project cost estimation
- Base plan and project budget – good practices
- Budget reserves – how to estimate and how to manage
- Communication planning
- Communication model – duties of sender and receiver, communication noise
- Communication errors

8. Project works

- Work delegation – good practices of effective delegation?
- Project meeting – good practices
- Change and issue management – integrated change control
- Scope creep – symptoms, reasons, avoidance methods
- Project knowledge management

9. Delivery

- Quality acc. To PMI
- Quality planning
- Quality cost
- Cause and effect diagram

10. Measures

- What to monitor and control?
- Project progress reports – good practice
- Earned Value method –
- Usage of EVM method to monitor progress of the project

11. uncertainty

- Risk and risk management – definition and concept
- Determination of risk management approach in project
- Risk categories, creation of risk breakdown structure
- Risk identification – good practices
- Risk qualitative analysis – estimation of probability and impact
- Risk quantitative analysis. EV method
- Risk response planning and introducing actions. Strategy categories for opportunities and threats
- Risk monitoring, risk register updating
- Risk management – common mistakes

12. Project closing

- Final product acceptance
- Project summary – good practices of project review
- Project final report
- Lessons learned session and retrospective.