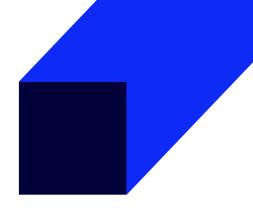


training code: ZP-PMIen / ENG DL 3d / EN

# 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: PolishMaterials: 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

2



- 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 optimalization (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 acceptation
- Project summary good practices of project review
- · Project final report
- Lessons learned session and retrospective.

4