kod szkolenia: ZP-PMIen / ENG DL 3d

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

Czas trwania

3 dni / 21 godzin

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 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.