

Applied Project Management Masterclass - 5 Day

Course Outline and Objectives

Aims & Objectives

The course will provide aspiring, early/mid-career or accidental project managers with an overview of the activities typically found within the project lifecycle, from project initiation to project closedown. We use a fictional project to promote discussion and learning as well as drawing on industry good practice and the participants own experience.

This course aims to offer first-hand, practical experience with the essential components of project management. The course aligns globally recognised standards for project management including the Project Management Body of Knowledge (PMBok) and can be tailored to meet the needs of individual organisations if required.

Prerequisites

None. The course assumes no prior formal knowledge of project management and can be used as a refresher and/or a knowledge builder.

Outcomes

By the end of this course, you should be able to:

- manage a project using an applied and structured approach
- understand why projects are initiated and the link to organisational strategy
- apply key project planning activities including scheduling, budgeting, and managing risk
- monitor and control a project at a high-level, including reporting progress and managing change in a controlled manner
- close a project, including conducting a post-implementation review and lessons learned workshop



Course Content

Initiating a project

- Preparing the project charter
- Identifying stakeholders

Planning a project

- Developing a project schedule
- Defining a project budget
- Developing the Project Management Plan
- Identifying, recording and evaluating risks

Monitoring and controlling a project

- Executing a project from start to finish
- Reporting on project progress
- Completing a change request for approval

Closing a project

- Conducting customer handover
- Conducting a post-implementation review

Plus

- Simple tools and templates that can be immediately used in the workplace
- Exploring advanced tools beyond the course

Intended audience

- Project managers/PMOs
- Team members and subject matter experts involved in projects
- Anyone interested in entering the field of project management



Delivery style

This course focuses on experiential learning. Content is generally broken into short blocks and immediately followed by group activities where the theory is put into action. Our trainers are experienced professionals who provide real world context, case studies and examples throughout the course.

A range of interactive methods will be used including:

- Storytelling and the use of professional examples to exhibit concepts
- Self-reflection and group discussions
- Case studies where the concepts are actively applied
- Individual and team activities and presentations
- Lego building

Materials

Delegates will receive:

- course materials with case study activities
- templates that can be used in the real world
- a Certificate of Completion



Day 1

9.00 - 9.30. Arrival and Introductions

9.30 - 9.45. Form groups

Session 1. 9.45 -10.30

Introduction to the case study – The Luxuriant Hotel
Overview of the project lifecycle

Morning Tea 10.30-10.45

Session 2. 10.45 – 11.30

Understanding the Business Case & Developing the Project Charter

Session 3. 11.30- 12.30

Stakeholder Management – Stakeholder Engagement Matrix

Lunch 12.30 – 1.30

Session 4. 1.30 – 2.45

Project Planning – Introducing the Project Management Plan
Project planning and scheduling – Introduction to Work Break-Down Structures
The Critical Path

Afternoon Tea 2.45 – 3.00

Session 3.00 – 4.00

Project Monitoring and Controlling – What and when
Project Report 1 –

Session 6. 4.00 - 4.30

Look ahead to tomorrow, questions, reflection on the day



Day 2

Session 1. 9.00 -10.15

Risk, Issues, Assumptions, Dependencies, Constraints – The Importance of RAID

Morning Tea 10.15 - 10.30

Session 2. 10.30 – 12.00

Project Cost Estimates and managing project financials

Lunch 12.00 – 1.00

Sessions 3. 1.00 – 2.30

Developing the PMP – First iteration

Afternoon Tea 2.30 – 3.00

Session 4. 2.00 – 3.00

Commercial Management & Procurement
The Procurement Management Plan
PM Ethics

Session 5 – 3.00 – 4.00

Managing changes to scope



Day 3

Session 1. 9.00 – 9.45

Communications Management – Comms Planning

Session 2. 9.45 – 10.15

Governance & the PMO

Morning Tea 10.15 - 10.30

Session 3. 10.30-11.00

Updating the PMP

Session 4. 11.00 – 12.00

Project Leadership & Management Skills

Lunch 12.00 – 1.00

Session 5. 1.00 – 1.45

Managing Changes to Scope

Session 6. 1.45 – 2.15

Project Reporting

Afternoon Tea 2.15 – 2.30

Session 7. 2.30 – 4.00

Methodologies, Frameworks, Agile methods and working in Sprints



Day 4

Session 1. 9.00 – 9.45

Managing Changes to Scope 2

Morning Tea 9.45 - 10.00

Session 2. 10.00 – 11.00

Execution – Projects are Dynamic!

Session 3. 11.00 – 12.00

Steering Committee – Final Report & Handover to Customer

Lunch 12.00 – 1.00

Session 4. 1.00 – 2.30

Benefits Realisation Management – Process and valuation

Afternoon Tea 2.15 – 2.30

Session 5. 2.30 – 3.00

Project Close Out & Lessons Learned Workshop

Session 6. 3.00 – 4.00

Project Management Tools



Day 5

Session 1. 9.00 – 10.30

Post Implementation Review – Develop & Present

Morning Tea 10.30 - 10.45

Session 2. 10.45 – 11.45

The role of the Project Sponsor

Session 3. 11.45 – 12.45

Course conclusion – final questions and reflections

Lunch 12.45 – 1.45

