



Project Management Concepts

Project Portfolio Consulting Group (PPCG) offers beginner and advanced training on all CA Clarity modules and capabilities.

INTENDED AUDIENCE

Project Management Concepts is designed for Project Managers and Team Leaders who have no formal training in structured project management concepts, practices or techniques.

COURSE GOAL

To gain an understanding of basic project management concepts & techniques in order to plan and control projects. The use of CA Clarity is not presumed or required to benefit from this class.

PREREQUISITES

None. Participation in this class (or similar training) is required before taking PPCG's *Introduction to Open Workbench* or *Managing Projects with Clarity* class.

OBJECTIVES

Upon successful completion of the course, the participant will have a basic understanding of:

- Project Management terminology
- Risk and issues management
- Work Breakdown Structure (WBS)
- Dependencies and critical path
- Estimating effort and duration
- Resource allocation
- Developing a schedule
- Project control
- Project communication

CLARITY VERSION

This class does not presume the use of CA Clarity or any other Project Portfolio Management system.

ALL STUDENTS RECEIVE

Student Handbook.

COURSE STYLE AND CONTENT

This course is designed as discussions, demonstrations, and structured exercises. This gives each participant an opportunity to practice what they've just learned, and encourages them to apply their understanding to real-world situations.

DURATION

Two Days. The class starts at 9:00 a.m. and finishes at approximately 4:30 p.m. with a break for lunch. Prompt arrival is essential.

MAXIMUM CLASS SIZE

Class size is limited to 15 participants with one Instructor.

TRAINING SETUP REQUIREMENTS

- Computers are not required for this class.
- Classroom must have flip chart paper (30 sheets minimum), tape, markers, post-it notes, and approximately 75 pieces of small note paper.
- A backup PC with PowerPoint installed must be available for the Instructor.
- Classroom must have an LCD projector (or equivalent) capable of displaying at 1,000 lumens or higher.

COURSE PROGRAM

Project Management Concepts

Concepts

- What is a Project?
- Project Parameters
- What is Project Management?
- Effective Project Management
- What is a Project Manager?
- Group Exercise: Project Management Roadblocks
- The Project Management Process

Defining the Project

- Define Project
- Elements of a Project Definition
- Project Stakeholders
- Case Study
- Group Exercise: Define the Project
- Team Exercise: Define the Project

Developing the Work Breakdown Structure

- Create the Plan
- What is a Work Breakdown Structure?
- Decomposing the WBS
- Case Study WBS
- Group Exercise: Develop the WBS
- Team Exercise: Develop the WBS

Determining Task Relationships

- Create the Plan
- Basic Terminology
- Team Exercise: The Awards Banquet
- Types of Dependencies
- Guidelines for Developing a Network
- Drawing Network Diagrams
- Practice: Network Diagramming
- Calculating the Critical Path
- Determining Early/Late Dates & Float
- Practice: Develop an Early Start Schedule
- Team Exercise: Develop the Dependency Network

Resource Planning and Estimating

- Create the Plan
- Work Effort vs. Duration
- Time-Constrained vs. Resource-Constrained Tasks
- The Estimating Process
- The Responsibility Assignment Matrix
- Team Exercise: Developing a Responsibility Assignment Matrix

Developing a Schedule

- Create the Plan
- Scheduling Tasks and Resources
- Resource Leveling
- Practice: Resource Leveling
- Project Validation Questions
- Resolving Resource Utilization Issues
- Accommodating Contingencies
- Baseline the Plan
- Team Exercise: Scheduling the Project

Controlling the Project

- Control the Project
- Project Parameters
- Project Control
- Baseline Control
- Time Control

Project Communications

- Project Communications
- Team Exercise: Project Communication
- Communication Concepts
- Communication Environments
- Project Management Meetings
- Project Management Reports

Wrap-Up

- Causes of Project Failure
- Ensuring a Successful Project

FOR FURTHER INFORMATION

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