

Bare Bones Project Management

Course Overview

The only constant is change. This is more than a cliché. It's a central tenet of business today, which is why you can't view project management through the old lens, the lens that says it's just a skill for making sure deliverables drop on time. It's much more than that.

Project management is a core skill for making change happen in an organization. As a discipline, it transforms the intent to change into the specific tasks that have to be executed on time and on budget so the business can adapt to changing circumstances. You can't afford to limit your organization's project management skills to a small number of certified project managers. Staff at all levels can play an important role in effective project management.

This course presents the bare bones. Even novice project managers won't be overwhelmed; there is no unnecessary collection of templates, forms, and artifacts. Instead, this course focuses on actionable steps for building and managing projects and highlights the "street-smarts" side of project management.

What You Will Learn

- ▶ Steps for setting up successful projects
- ▶ How to define a project clearly to ensure the key players have a shared understand
- ▶ Sponsorship and how to turn a "sponsor in name only" into a real partner with a stake in the game
- ▶ How to staff a project and maximize buy-in
- ▶ How to build a practical project schedule
- ▶ Day-to-day project management, or what it takes to keep projects on track and in control
- ▶ How to declare victory, prevent project drift, and bring your project to a clean finish

Who Should Attend

- Anyone who wants to become a project manager and is looking for a solid foundation of skills
- Anyone who leads small projects from time to time
- Employees who have led challenging projects and to be more successful in the future
- Experienced project managers looking for a refresher on the fundamentals
- Business managers responsible for sponsoring projects and want clarification on what it entails

Course Prices



Public Classroom Training: Interactive one-day course among peers.
Member Price: \$645 / Price: \$695



Virtual Classroom Training: Three two-hour sessions of live, instructor-led training delivered over the Internet.
Member Price: \$645 / Price: \$695



Onsite Training: A one-day course conducted at your company's site.
Call 800.248.5667 for pricing.

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Course Outline

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Unit 1: Getting Your Project Organized

- ▶ What is a project?
- ▶ Characteristics of successful projects
- ▶ Five key subjects to understand about a project
- ▶ How to achieve clarity about the key steps
- ▶ Creating a staffing plan
- ▶ Creating an involvement plan
- ▶ What to know about team dynamics
- ▶ Building an effective project schedule
- ▶ Launching the project

Unit 2: Day-to-Day Project Management

- ▶ Managing (not monitoring) progress against the plan
- ▶ Managing the emotional state of the project team
- ▶ Facilitating the project team's group dynamics
- ▶ Managing the flow of great ideas that can change project scope and deliverables
- ▶ Handling risks and issues
- ▶ Communicating with stakeholder groups
- ▶ Working with the project sponsor

Unit 3: Declaring Victory

- ▶ Recognizing and addressing the common causes of project "drift"
- ▶ Making sure projects finish and shut down
- ▶ Shutdown activities

This course is delivered in partnership with IT Catalysts.



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