

PROJECT MANAGEMENT WORKSHOP

WORKSHOP OUTLINE

Selkirk College and Collaborators in Knowledge Inc. (CIKI) have partnered to provide a Project Management Workshop that follows the Project Management Institute's (PMI®) industry standards and is eligible for 21 Professional Development Units upon successful completion. This workshop will be valuable for new and experienced project managers, as well as managers who are involved in projects.

INTRODUCTION

- Introductions
- Workshop Rules
- Workshop Agenda
- Workshop Format
- Workshop Objectives

UNDERSTANDING THE FUNDAMENTALS OF PROJECT MANAGEMENT – THE FRAMEWORK – PMI®

- What is a Project and a Program
- Projects vs. Operational Work
- What is Project Management
- Why is Project Management Required
- What Makes Projects Successful
- The Project Phases and Life Cycle

PROJECT MANAGEMENT PROCESSES – PMI®

- Initiating: creating feasibility studies vs. project charters
- Planning: building work breakdown structures and developing supporting schedules, budgets, risk registers and communications matrices
- Executing: managing scope changes, risks and issues
- Monitoring and Controlling: assessing, measuring and reporting on performance
- Closing: seeking financial and contract settlement, formal acceptance, assessing project success, transitioning to the support organization

PROJECT MANAGEMENT KNOWLEDGE AREAS – PMI®

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management

BUILDING THE TEAM – ORGANIZING FOR EFFECTIVENESS

- Key Project Roles and Relationships
- Organizational Planning – Building Project Teams

MANAGING THE PROJECT TEAM – INTERPERSONAL SKILLS

- Leading, Motivating and Influencing
- Communicating and Negotiating
- Managing Conflicts
- Synergistic Problem Solving
- Lateral Thinking Techniques

WORKSHOP CONCLUSION

- Project Challenges
- Tips to Remember
- Opportunities for Improvement
- PMI® Information
- Website & Book References



To register or for more information please contact **250.364.5770** or visit www.selkirk.ca/ce.



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What can you expect?

By the end of the three-day workshop, participants will be able to:

- Comprehend project management terms and definitions
- Understand the roles and relationships of the project manager, sponsor, steering committee and key stakeholders
- Become familiar with PMI's Project Management Framework, Processes and Knowledge Areas
- Recognize how projects evolve and how to manage changes along the way
- Plan and execute projects by establishing positive project procedures and practices that encompass the full life cycle of a project
- Use collaborative processes to plan and execute projects
- Monitor and control project scope, quality, time, costs and risk
- Set realistic budgets and schedules
- Ensure stakeholder satisfaction throughout the project life cycle
- Build and organize an effective project team
- Employ good communication to reduce potential conflicts and ensure smooth project flow
- Lead and inspire project team members
- Improve team synergy using creative problem-solving and lateral thinking techniques

How will the workshop be delivered?

The workshop employs a dynamic mix of a self-assessment questionnaires and team simulated exercises of "real-world" business and project environments. The sessions focus on providing practical experience in performing the key functions of project management.

What's included?

- A Project Management Essentials Workbook
- Hand-outs of deliverable and tool templates
- A Certificate of Completion
- 21 PMI® Professional Development Units (PDUs)
- Website and book references

Who is teaching?

Denise Holleran-Boswell is President of Collaborators In Knowledge Inc. with over 30 years of industry experience as a practicing project manager and has trained over 1000 people. Denise is a certified Project Management Professional (PMP), a member of the Project Management Institute (PMI), and past President of the Society of PMP's of Greater Vancouver. Denise also acts as an advisor to UBC's Business Analysis Certificate Program and Program Management Certificate Program.



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