



YJTJ™ Education Series

**MCG600 The Accidental Project
Manager**

Course Information and Outline

Microsoft
Partner



Gold Project and Portfolio Management

Course Duration: 1 day

Course Overview

This class is designed for individuals who may have significant business experience; however, they may not have previously held the formal role of project manager. Individuals attending this course will receive training in formal project management. Aligned with PMI's *PMBOK® Guide*, this course provides recommended project management skills and techniques.

Learning Objectives

- Identify key project management terms and concepts
- Discuss project management activities throughout project phases
- Discuss tools and techniques to aid in successful projects

Business Outcomes

- Manage projects more efficiently by utilizing common project management techniques
- Increase organizational project management maturity through proven project management best practices
- Improve the success rate of completed projects

Course Structure

This course maximizes the educational experience through group discussions.

Target Audience

This course is designed for anyone who is responsible for managing a project.

Course Outline

Training Overview

- Classroom Information
- Introductions
- Course Objectives
- Class Structure
- Milestone Consulting Group Education
- Course Lesson Map

Lesson 1: Introduction

- Why Project Management?
- Challenges of Project Management
- Three Resolution Types
- Project Management Statistics
- Project vs. Project Management Failures
- Summary

Lesson 2: The Project Manager's Role

- Project Management as a New Discipline
- The Project Manager's Role
- Who is a Project Manager?
- Project Interface Management Role
- Projects vs. Day-to-Day Business
- Organizational Characteristics
- Importance for Team/Technical Leaders
- Project Manager Knowledge and Skills

Lesson 3: Key Concepts

- What is a Project?
- What is Project Management?

- Project or Process?
- Project or Product?
- Process Groups
- Process Model of Project Management
- Project Lifecycle
- What is a Deliverable?
- Generic Project Lifecycle
- The Project Management Environment

Lesson 4: Startup and Initiation

- Business Needs
- Goals and Objectives
- SMART Objectives
- Project Success
- Critical Success Factors
- Stakeholder Analysis
- Project Charter
- Communication Plan
- Starting the Project
- Key Deliverables

Lesson 5: Building The Team

- Effective Teams
- Project Roles
- Team Strengths
- Team Procedures in Projects
- Team Norms/Ground Rules
- Your Team and Your Budget

Lesson 6: Risk Management

- Project Risks
- Risk Identification
- Risk Tolerance
- Risk Identification Techniques
- Risk Analysis
- Risk Response
- Risk Register

Lesson 7: Planning and Organization

- Planning Skills
- Project Scope
- In Scope and Out of Scope
- Statement of Work
- Documenting Assumptions
- Identifying Constraints and Risks
- Different Kinds of Scope
- Project vs. Product vs. Problem Scope
- Work Breakdown Structure (WBS)
 - Preparing the WBS
 - Building a WBS
 - WBS by Phase
 - WBS by System
 - WBS by Function
 - Work Packages
- Identify Milestones
- Define Interdependencies and Sequence
- Interdependency Types
- Develop the Schedule
- Scheduling

- Critical Path
- Compress the Schedule
- Project Management Plans
- Key Elements for Success
- Key Deliverables

Lesson 8: Project Execution

- Common Understanding and Ground Rules
- Team Kickoff
- Team Norms and Ground Rules
- RACI Chart
- Decision Making
- Primary Activities
- Progress Measurement Tools
- Team Progress Meetings
- Team Accountability
- Project Life Cycle Team Issues
- Key Deliverables

Lesson 9: Monitoring And Controlling

- Managing Change
- Environmental Factors Affecting Change Management
- Status Reporting and Status Meetings
- Communications/Tracking
- Managing Issues
- Managing Risks
- Identify Risk Vulnerabilities
- Other Monitoring and Controlling Resources
- Key Deliverables

Lesson 10: Project Closure

- How Do We Know When We're Done?
- Project Closure Activities
 - Contract Closure
 - Administrative Closure
- Post Project Review
- Key Questions
- Risks of Not Doing It
- Benefits of Doing It
- Key Deliverables