Intensive Project Management with Experience Workshop

Course Description

This course is ideal for professionals who need to manage projects as part of their other job duties and require to develop solid project management skills. It covers essential project management concepts beyond the scope of just one methodology or framework and also focus on a WAYS TO COLLABORATE MORE EFFECTIVELY.

This course will help embed the business, interpersonal, collaboration and technical project management skills required to successfully manage projects and business initiatives. The skills and knowledge those are shared by this course were derived from an industry-wide job task analysis and validated through an industry-wide survey.

Course Objectives

Upon completion of this course, you will be able to understand various proven project management methodologies, recognize practices of project management and understand a project life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project and how to collaborate effectively with all stakeholders with the concept of Synergy.

The course will help embed you with appropriate skill and knowledge to:

- Manage the project throughout its life cycle
- Ensure appropriate communication
- Manage resources and stakeholders
- Develop and maintain project documentation
- Understand how to effectively collaborate among organization wide stakeholders
- Understand the real world Mixed/Hybrid Projects
- Understand the concept of Cross Functional Collaboration and how to achieve common goal

Who Should Attend?

The primary audiences for this course are as follow:
- Managements and staffs of organizations those required to enhance or enable their business through the needs of properly formed projects management which will be able to response to rapid changes, ensure customer satisfaction and time-to-market; to support broader business goals.
- Managements and staffs of organizations who interested in realizing the benefit of "Synergy" to boost the bottom line by enhancing the team collaboration, embed common goal and improve the capability to achieve the target.
- Project Manager, Project Lead, Project Coordinator, SCRUM Master, Product Owner, Project Lead, Project Coordinator, Project Contributor and Developer.
- Individual who interested in Waterfall, AGILE and Mixed/Hybrid Project Management.

Course Outline

Day 1
- Project Management Fundamental
- Agile Project Management Methodology, Scrum Model and Sprint
- Understand project life cycle
- Workshop I:
  - Choose your Project Management Methodology and explain the reason
- Initiate a project
- Create a Project Charter
- Create project plans, stakeholder strategies, and scope statement
- Develop a Work Breakdown Structure (WBS) and activity lists
- Develop project schedule and identify the Critical Path
- Plan project costs

Day 2
- Create project staffing and quality management plans
- Create an effective communication plan
- Create a Risk Management plan, perform risk analysis, and develop a risk response plan
- Plan project procurements
- Develop change management and transition plans
- Assemble and launch the project team to execute the plan
- Execute the project procurement plan
- Project tracking and control
  - Monitor and control project performance
  - Monitor and control project constraints
  - Monitor and control project risks
  - Monitor and control procurements
- Perform project closure activities
- Workshop II:
  - Initiating, Planning, Executing, Monitoring and Controlling, and Closing the Project

Day 3
- Understand Hybrid Project Management
- Why do we need Hybrid Project Management?
- How to make Hybrid Project Management work
- Role of 'Project Manager' in Hybrid Project Management
- What is Cross Functional Collaboration?
- How to work effectively in Cross Functional teams, achieve synergy, not infighting, when collaborating with colleagues from different
- functional unit
- Final Workshop:
  - Project management role-play workshop; to help understand real world Mixed/Hybrid Project Management and to enhance project collaboration, build performance, confidence and tell the team's story utilizing the key pain point, challenges and opportunities based on the team's experience

Course Duration
2 days

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