

SeminarsWorld® Course Agenda

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A Non-Bootcamp Review of the *PMBOK® Guide* for Real-World Practitioners

Instructor(s): Joyce Brown, PMP
Thomas McCabe, PMP

Length: 4 days
CEUs: 2.8 / See below for PDU breakdown

Pre-Work: None

Level: Intermediate

Primary Topic: Project Management

Subtopics: Business Analysis, Communication, Stakeholder Engagement, Risk Mitigation

Course Description:

If you're looking for a starting point to explore the rigors of becoming a Project Management Professional (PMP®), this is the course for you. Learn what you need to know to complete your projects on time, within budget and with satisfied customers inside and outside the organization. This engaging four-day course provides an in-depth review of project management standards, tools and techniques as presented in PMI's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

Course instruction will be supplemented with games, case studies, exercises, and team quick quizzes to bring the standard to life and demonstrate core concepts through hands-on activities. Participants will learn proven strategies for dealing with typical "real life" project threats such as scope creep, unrealistic schedules, quality challenges, and cost overruns.

By the end of the course, participants will have covered all of the project management principles and processes presented in the *PMBOK® Guide*. They will also have a sound understanding of the differences between traditional, plan-driven project management and agile, change-driven project management. An eight-part case study will be used to provide practical knowledge about some of the key project management artifacts / documents: Business Case, Project Charter, Scope Statement, etc.

This is not a PMP Exam Prep course, though participants will learn important fundamentals. It is intended to be an interactive co-learning experience without pressure, memorization or timed tests. It can also serve as a refresher for those who have a PMI certification (CAPM, PMP, PgMP, etc.) but want to learn more about the *PMBOK® Guide*, and high-level changes.

Upon completion of this course, participants will be able to:

- Understand how to create key project artifacts: Team Charter with Service Level Agreements (SLAs), Work Breakdown Structure (WBS), Schedule Gantt Chart, Performance Measurement Baseline / CUM Cost S-Curve, Communication Plan, and Risk Register.
- Demonstrate how to use leadership skills to motivate high-performing teams, and keep stakeholders engaged throughout the project.
- Recognize the difference between traditional vs. agile approaches and when to use them (tailoring).
- Evaluate which project management tools would be appropriate to avoid issues such as scope creep, cost overruns, unrealistic schedules, poor quality, team conflicts, and stakeholder disengagement.

AGENDA

Day One Topics and Activities:

- Strategic Vision, Mission, Goals & Objectives and Organizational Project Management (OPM)
- The Mashup Between Stakeholders and Communications, and how to use Salience Models
- Pre-Initiation: Importance of Business Case & Benefits Management Plan
- Project Life Cycle vs. Project Management Process Groups

Day Two Topics and Activities:

- Requirements Elicitation: The Lost Art
- “Build a House” Scope Exercise and Discussion
- Scope and Schedule in Waterfall vs. Agile Release Planning Environments
- Estimating and Beyond: Using Fibonacci Numbers for Decision-Making

Day Three Topics and Activities:

- Cost Estimate, Time-Phased Budget and Performance Measurement Baseline (PMB) with S-Curve
- Earned Value Exercises
- Control Quality vs. Validate Scope - Bring a Checkbook...
- Team Member Role-Play using the Tuckman Ladder
- Situational Leadership – Applying the Blanchard Model to Team Dynamics
- What is Emotional Intelligence and Why is it Important?

Day Four Topics and Activities:

- Projects are Risky Business – Identifying and Mitigating Risk
- Procurement: Understanding Contract Types and Risk
- The Project Manager’s Role as Integrator – Group Discussion
- In-Flight Projects and Change Control
- Review of Templates and Takeaways
- How to Apply Your Learnings within Your Organization
- Wrap-Up

Professional Development Units (PDUS) are one-hour blocks of time spent learning, teaching others, or volunteering. By attending this SeminarsWorld course, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
CAPM / PMP / PgMP	14	7	7	28.00
PMI-ACP	7	7	7	21.00
PMI-SP	3	7	7	17.00
PMI-RMP	4	7	7	18.00
PfMP	0	7	7	14.00
PMI-PBA	0	7	7	14.00

