

SeminarsWorld® Course Agenda

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Applied Professional Project Management

Instructor(s): Frank P. Saladis PMP, PMI Fellow

Length: 4 days

Pre-work: None

CEUs: 2.8 / 28 PDUs

Level: Intermediate

Primary Topic: Time Management Scheduling

Subtopics: Leadership, Change Management, Risk Management

Course Description:

This seminar is designed for participants who are interested in applying proven project management techniques to their existing and future projects in an organized, professional manner. Participants will learn about the value of continuous professional development by utilizing the skills, tools, and techniques associated with a professional approach to managing projects. The seminar emphasizes the importance of the project manager role as a leader during project planning, project execution, project control and closure. You will learn about and practice the methods used by accomplished and successful project managers in today's project environment, including the management of virtual teams. Emphasis is placed on the activities that will organize project teams, establish objectives, and deliver the results expected by project stakeholders.

Learning Objectives:

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

- Define and apply the concepts and purpose of formal and professional project management
- Enhance the fundamental and intermediate concepts of project planning and control
- Provide a foundation for planning and conducting a well-organized project kickoff meeting
- Further develop the ability to organize project plans and project resources to meet stakeholder requirements
- Provide practical application of activity cost and duration estimating, schedule development, and management of project risk
- Enhance management and leadership capabilities
- Establish an understanding of AGILE project management techniques
- Conduct effective virtual project team meetings
- Develop strategies for dealing with difficult project stakeholders
- Effectively communicate with organization executives

AGENDA

Day One Topics

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|--|-----------------|
| A. Introduction | 8:00–10:00 a.m. |
| a. Welcome and participant introductions and expectations | |
| b. What is professional project management? | |
| c. The real-world role of the project manager | |
| d. The virtual project team | |
| e. The importance of integration management and systems thinking | |
| f. Traditional Project Management, Agile, and the “Hybrid project Manager” | |

- B. Topics
 - a. You were just assigned your first project, now what? 10:15 a.m.
 - b. Project processes and managing project information 11:15 a.m.–12:00 p.m.
 - c. Principled Project Management 1:00–3:00 p.m.
 - d. Practical application of the WBS 3:00–4:00 p.m.

Day Two Topics

- C. Realistic Estimating and scheduling – Case Study 8:00–10:00 a.m.
- D. Thinking positive about risk management 10:15–12:00 p.m.
- E. The Project Kick-off meeting 1:00 p.m.
- F. Project Leadership and team building including the virtual team 3:00–4:00 p.m.

Day Three Topics

- G. Program, Portfolio Management, Strategic Planning 8:00 a.m.–12:00 p.m.
- H. Managing the project sponsor/ project executive 1:00–3:00 p.m.
- I. Project status and dashboard 3:00–4:00 p.m.

Day Four Topics

- J. Managing the team and stakeholders 8:00–11:00 a.m.
- K. AGILE techniques – Practical application, trends in AGILE 11:00 a.m.–12:00 p.m.
- L. AGILE Techniques – continued 1:00–2:00 p.m.
- M. Your future as a project manager 2:00–3:00 p.m.

Closing

- N. The professional project manager – key characteristics 3:00–4:00 p.m.
- O. Summary of key points, tools and techniques for managing projects professionally
- P. Key takeaways
- Q. Questions and discussion – round table review
- R. Recommendations and resources for additional study

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	20	8	0	28.00
PMI-ACP	0	8	0	8.00
PMI-SP	0	8	0	8.00
PMI-RMP	0	8	0	8.00
PfMP	0	8	0	8.00
PMI-PBA	0	8	0	8.00

