

Course Name	Days	PDU's	Ed Hrs	Price
Project Management Boot Camp	35	35	35	\$1,595

This hands-on, highly interactive 5-day course is designed to provide practicing project managers and team members the essential skills for managing projects. The course teaches the student how to apply effective project management techniques in real-world situations utilizing case studies, industry best practices, and typical scenarios confronted in practice. The course covers every aspect of project management from startup to closeout and teaches the student how to be an effective project manager rather than a task manager. The course also covers areas project managers find most problematic. The course assumes the student is familiar with the basic workings of a cross-functional project team. As a bonus, the course includes a brief section on the basic concepts of agile project management and which agile techniques can be utilized for any project. This course is beneficial for experienced, practicing project managers from any industry as well as new, eager-to-learn project managers who've had some exposure to project management. This course is also beneficial for project team members and any other practitioner involved in the project process. Project managers interested in obtaining the Project Management Professional (PMP) credential or Certified Associate in Project Management (CAPM) certification will also benefit from the course.

Topics:

▶ Defining and initiating the project	▶ Defining and forming the project team	▶ Identifying and analyzing project stakeholders
▶ Defining and managing the project scope and requirements	▶ Developing the project Work Breakdown Structure (WBS)	▶ Developing project time and cost estimates
▶ Analyzing the critical path and developing a realistic schedule	▶ Analyzing common project schedule trouble spots	▶ Analyzing project risk and developing response strategies
▶ Ensuring risk management is effective and realistic	▶ Developing a realistic project budget	▶ Developing a high-performing, motivated project team
▶ Developing an effective communication plan	▶ Managing virtual team members	▶ Involving stakeholders and managing expectations
▶ Managing and controlling project baselines	▶ Measuring and reporting performance using earned value	▶ Closing the project and developing a summary report
▶ Bonus topic: Understand basic agile concepts and which agile techniques can be utilized for any project		



Following this course, the student will understand the following:

- ◆ The responsibilities and characteristics of a project manager
- ◆ The benefits of project management and the role of key participants
- ◆ How to define, form, and build the project team
- ◆ How to identify all project stakeholders, keep them involved in the project, and actively manage their expectations
- ◆ How to define the project goals, objectives, and benefits
- ◆ How to define the project scope, gather requirements, and identify all work required
- ◆ How to plan a project and create a project management plan
- ◆ How to develop a good work breakdown structure, schedule, and budget
- ◆ How to develop time and cost estimates at various points in the project life cycle
- ◆ How to develop the project schedule and define the critical path using a common scheduling tool
- ◆ How to ensure the project schedule is realistic
- ◆ How to monitor and track the schedule to identify potential trouble spots
- ◆ How to ensure that the overall management of risk is effective rather than unrealistic
- ◆ How to identify and analyze project risk and develop appropriate response strategies
- ◆ How to develop a high-performing project team that is motivated and communicates effectively
- ◆ How to more effectively manage virtual team members
- ◆ How to measure and report project performance using earned value techniques
- ◆ How to effectively monitor a project and control change
- ◆ How to effectively close the project, release resources, capture lessons learned, and prepare a project summary report
- ◆ Bonus: Understand basic concepts of agile project management and which agile techniques can be utilized for any project