Introduction to Project Management (PM101)

Section 01 - Introduction & Overview — 21m

Introduction & Overview
Course Expectations
Project Management Field
Exercise Introduction
What Knowledge Do You Need?
Certification
What Is Project Management All About?
So How Does An Organization Attain Predictable Results?
The Division of Skills
Pretest Introduction

Section 02 - Teams & Leadership — 57m

Teams & Leadership
Janssen's Model for Reactions to Change
Personality Profile - 4 Approaches
Conceptual Approach
Spontaneous Approach
Normative Approach
Methodical Approach
Team Dimensions Roles
Creator Role
Advancer Role
Refiner Role
Executor Role
Project Manager Role
Team Z-Process
The P.E.P. Cycle
Track and Field
Five Reasons for Balancing Your Project Team:
The Five Dysfunctions of a Team
Absence of Trust
Fear of Conflict
The Changing View of Conflict
The Five (5) Conflict Resolution Modes
Fear of Conflict Cont.
Lack of Commitment
Avoidance of Accountability
Inattention to Results
5 Dysfunctions of a Team Exercise Introduction

Section 03 - Project Communication — 1h 27m

Project Communication
Why Is Communication Important?
With Whom Do We Communicate?
Listening
Channels of Communication
Where Do We Get Understanding?
Hallway Conversations & Lunches
Meetings
Basic Meeting Rules

The Communications Plan
The Use of Collaboration Tools
Challenger
Challenger Conclusion
Damage Index
Damage to Temperature Correlation
Temperature Chart
How would you do the presentation differently?

Section 04 - Stakeholder Management 9m

Stakeholder Management
Who is a Stakeholder?
Steps in Stakeholder Management
Stakeholder Super Groups
The People Who Oppose Your Project:
Stakeholder Prioritization

Section 05 - The Basics of Project Management 27m

The Basics of Project Management
There are no absolutes, just generally accepted practices.
What is Project Management?
The Triangle
PMBOK Guide
Project Boundaries
PMBOK Guide Knowledge Areas
Every Project Should Have
The Basic Planning Steps
The Major Project Documents
The Project Charter
The Statement of Work
The Project Management Plan
The Project Data Sheet (PDS)
The Reporting Information Flow

Section 06 - Scope and Requirements 50m

Scope and Requirements
The Importance of Scope & Requirements Definition
The PMI Scope Management Framework
Real World Best Practice
Scope Definition
The Work Breakdown Structure (WBS)
What the WBS Is
Example of WBS
What a WBS is NOT:
Components of the WBS
Code of Accounts
WBS Dictionary
Managing Change
What's wrong with this WBS?
Answer Four Key Questions:
The Fourth Question…
Why use a WBS?
Introduction to Displayed Thinking
In Scope/Out Of Scope
What is a "Requirement"?

Getting Quality Requirements
The Use Case
Detailed Use Cases

Section 07 - Developmental Methodologies 34m

Developmental Methodologies
Project Management & Development Methodologies
Formality/Sequentiality
Three Major Types
Keys to the Waterfall Model
The Basic Waterfall Model
Keys to the Waterfall Model Cont.
Waterfall Keys Challenges
Steps in the Spiral Model
The Spiral Development Cycle
Advantages of the Spiral Model
Disadvantages of the Spiral Model
Prototyping
Reasons to Prototype
Dangers of Prototyping
Agile Methodologies
Manifesto for Agile Software Development
XP Is Customer Focused
Iteration 0
XP, How Does It Work?
Feature Cards
The Basic Steps
Tools For Agile Development
Methodology Table
Selecting A Methodology
Developmental Methodologies Exercise Introduction

Section 08 - Effective Budgets & Schedules 36m

Effective Budgets & Schedules
The Basic Steps in Scheduling
Sequencing
Potential Methods for Activity Sequencing
Finish to Start
Start to Start
Finish to Finish
Start to Finish
Network Diagram
Resource Estimating
Responsibility Assignment Matrix (RAM)
Duration Estimating
The Critical Formula
Efficiency vs. Availability
Project Evaluation & Review Technique (PERT)
Stages for Budget Development:
Estimating Techniques
Don’t Back into Your Schedule
Critical Path Method (CPM)
The Critical Path Method

To Decrease Your Schedule
Brooke's Law
Duration & Critical Path Introduction

Section 09 - Project Performance 43m

Project Performance
Remember, over budget, late, technical successes are not considered successful projects!
What Causes Project Delays?
Multi-Tasking
What Behavior Do You Want?
The Keys to Success
Measuring Success
A Single Scale For All Three Legs
Introduction to Earned Value
Earned Value Requirements
Earned Value - Key Terms
Cost Analysis
Schedule Analysis
Earned Value - Key Terms Cont.
Forecasting - ETC
Forecasting - EAC
Project Performance
EV Performance
Performance Dashboard
Project Graph with Results
The Results
Conclusions
Earned Value Exercise Introduction

Section 10 - Change Management 9m

Change Management
Keys to Managing Change:
Defining Change Management
Scope Change Management
Change Request Form
Action Items or Issues
Course Closure

Total Duration: 6 hrs 12 min