

Project Management Excellence

In Alignment With Project Management Institute [PMI],
USA's PMBOK Guide, 5th Edition, 2013. 4 Day Workshop

**[Experiential Sharing Based Learning Methodology Through Presentation – Case Study & Activity Based Directed Learning Approach –13 Major Topics @Approximately 2.5 Hours Coverage Each]
[Schedule: 9:15-10:45AM / 11-1PM / 1:45-3:15PM / 3:30-5:30PM]**

Workshop – Learning Objectives:

Participants will learn to:

1. Improve their Project Management Skills In Line With Project Management Institute [PMI] of USA's Project Management Body of Knowledge [PMBOK] Guide – 5th Edition, 2013
2. Develop understanding of the project environment
3. Build general management knowledge and interpersonal skills
4. Practice application area knowledge, standards and regulations
5. Recommend project management course corrections based on influences including stakeholders, time and cost
6. Enhance organization structures per influences of project milestones
7. Explore customers Stated Vs Hidden Needs via Plan – Do – Check – Act Cycle
8. Evolve Process Group Interactions& Promote Customer Experiences across Project Life Cycle

Participants & Organization Benefits

This workshop will enable participants achieve Increase in Team's Successful Project Completion Rate, Reduction in Time Over-Runs, and Elimination of Risks. Other hosts of benefits for the participants are:

- Learning Project Management from the PMBOK Guide Perspective
- Enhanced Competency written PMBOK Areas and Five Process Groups
- Learning Effective Project Planning Techniques & Addressing Project Risks
- Creating Project Charter By identifying and Performing Effective Stakeholder Analysis
- Staffing Projects For Optimal Results By Effective Execution, Monitoring and Controlling

What do the participants stand to gain?

- Apply Project Management Approach Via Concepts of PMBOK Guide
- Build & Achieve the Project Milestones & Deliverables
- Manage & Leading Projects Effectively and Efficiently
- Plan a Project Charter& Execution Blueprint
- Implement the Project Charter/Plan By Team & Stakeholder Collaboration

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Who should attend?

- Project Administration Executives
- Project & Team Leads
- Project and Program Executives, Managers & Directors
- Account & Customer Relationship Managers
- Project Delivery Managers
- Operations / Service Managers
- Systems Executives / Managers
- MIS & EDP Professionals

Workshop format

The workshop uses a variety of experiential learning methodologies to maximize the learning of the mechanics of management of projects. These include:

- Reference Material like notes etc. will be provided to serve as an ongoing reminder and reference, covering all parts of the Project / Product Life Cycle Process and behavioral styles as and when necessary.
- Discussions will relate these principles to participant's own situations, prospects and accounts.
- Role-Plays / Report Outs are a major part of the program and provide the opportunity to practice project management skills using participant's own situations.
- Extensive Feedback and Experiential Learning contributes to overall development planning for every individual

Workshop Outline – 4 Days

1. Strategic Project Management – Ice Breaker & Experiential Walk Through Include:



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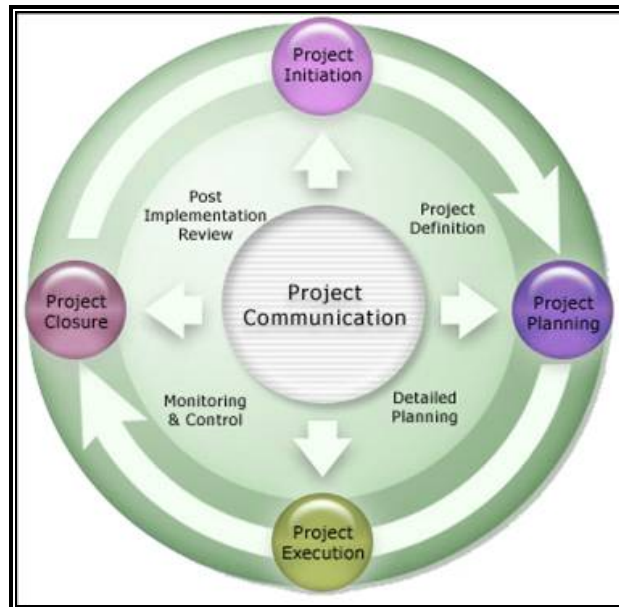
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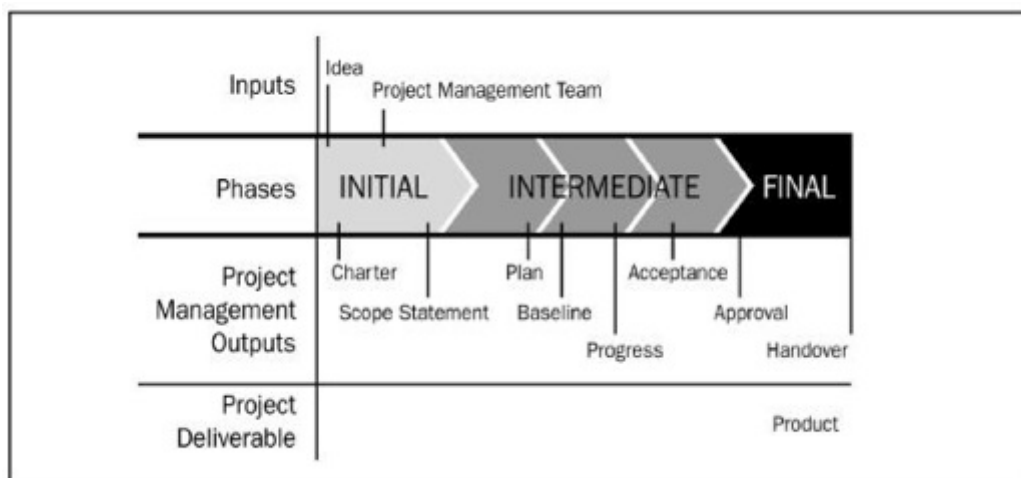
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2. Project Management Process Groups – Activities & Experiential Walk Through Include:



3. Product / Project Life Cycle Relationship – Project Management Best Practices – International Case Study Based Insights, Activities & Experiential Walk Through Include:



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Table 3-1. Project Management Process Group and Knowledge Area Mapping

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring and Controlling Process Group	Closing Process Group
4. Project Integration Management	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Work	4.4 Monitor and Control Project Work 4.5 Perform Integrated Change Control	4.6 Close Project or Phase
5. Project Scope Management		5.1 Plan Scope Management 5.2 Collect Requirements 5.3 Define Scope 5.4 Create WBS		5.5 Validate Scope 5.6 Control Scope	
6. Project Time Management		6.1 Plan Schedule Management 6.2 Define Activities 6.3 Sequence Activities 6.4 Estimate Activity Resources 6.5 Estimate Activity Durations 6.6 Develop Schedule		6.7 Control Schedule	
7. Project Cost Management		7.1 Plan Cost Management 7.2 Estimate Costs 7.3 Determine Budget		7.4 Control Costs	
8. Project Quality Management		8.1 Plan Quality Management	8.2 Perform Quality Assurance	8.3 Control Quality	
9. Project Human Resource Management		9.1 Plan Human Resource Management	9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team		
10. Project Communications Management		10.1 Plan Communications Management	10.2 Manage Communications	10.3 Control Communications	
11. Project Risk Management		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses		11.6 Control Risks	
12. Project Procurement Management		12.1 Plan Procurement Management	12.2 Conduct Procurements	12.3 Control Procurements	12.4 Close Procurements
13. Project Stakeholder Management	13.1 Identify Stakeholders	13.2 Plan Stakeholder Management	13.3 Manage Stakeholder Engagement	13.4 Control Stakeholder Engagement	

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4. **Project Integration Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas By Project Management Institute**
5. **Project Scope Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas By Project Management Institute**
6. **Project Time Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
7. **Project Cost Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
8. **Project Quality Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas By Project Management Institute**
9. **Project Human Resource Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
10. **Project Communication Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
11. **Project Risk Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
12. **Project Procurement Management – Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**
13. **Project Stakeholder Management – Plan – Manage – Control Stakeholder Engagement– Activities & Experiential Walk Through Per PM – Body of Knowledge Areas Prescribed By Project Management Institute**

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Workshop – Learning Outcomes:

Post Workshop, Participants' Outcomes Include:

1. Effective understanding and appreciation towards project management methodologies and framework per 4th Edition of PMBOK Guide of PMI, USA
2. Appreciation of challenges to project performance and meeting milestones
3. Identify critical success factors across the life cycle for project success
4. Recognising to avoid performance traps by effectively practicing “Plan – Do – Check – Act”
5. Acquiring communication and influencing skills to promote an enjoyable employee engagement and customer experience
6. Synchronise project management tactics and techniques with customers and nurture growth
7. Enabling faster decision making approaches suiting all stakeholders
8. Utilising the newly acquired strategies and skills in actual project situations and ensuring customer care

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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- Facilitators Travel & Food have to be taken care by the client
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