

Course Outline & Materials List for

**A Hands-On PM Basics Workshop:
Become a Project Management Minimalist**

<i>Event:</i>	<i>Objective & Class Activity:</i>	<i>Materials:</i>
Getting Organized & Starting the Class		
Pre-Class Preparation	<ul style="list-style-type: none"> • Become familiar with PM Minimalist tools & concepts by reviewing key parts of the book and an introductory video. • [optional] Bring rough notes about a “real world” project assignment to refine during class exercises. 	<ol style="list-style-type: none"> 1. The PM Minimalist book: <ul style="list-style-type: none"> • Glossary of Terms, p. 112 • Nuts & Bolts, pp. 9-52 2. [optional] Notes about a “real world” project assignment 3. Become a Project Mgt. Minimalist: Video 1
Start Class with Quiz & Discussion of PM Minimalism	<ul style="list-style-type: none"> • Complete a quiz to test comprehension of terms & concepts reviewed during Pre-Class Preparation • Apply PM Minimalist concepts to your organization’s unique PM situations by discussing quiz answers, etc. • [optional] View/discuss “Become a Project Mgt. Minimalist: Video 1” 	<ol style="list-style-type: none"> 1. The PM Minimalist Quiz & Exercises
Organize Hands-On Work Teams	<ul style="list-style-type: none"> • Select a few “real world” project assignments or introduce your formal, prepared case study scenario project • Organize class into small sub-groups of 3 or 4 people to work through the hands-on exercises using either their “real world” project concepts or the formal case study 	<ol style="list-style-type: none"> 1. A formal “case study” project to be the basis of all teams’ assignments - or - 2. A few “real world” project concepts to be “fleshed out” by work teams

Hands-on Problem Solving by Work Teams: Applying the PM Minimalist Approach

<p>Practice PM Minimalist Step 1</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 1, then discuss/clarify as needed • Apply tools/processes of “Step 1: Define the project concept, then get support & approval” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 10-12 2. The PM Minimalist Mentor, pp. 4-8 3. Become a Project Management Minimalist: Video 2-A
<p>Practice PM Minimalist Step 2</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 2, then discuss/clarify as needed • Apply tools/processes of “Step 2: Get your team together & start the project” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 13-15 2. The PM Minimalist Mentor, pp. 9-11 3. Become a Project Management Minimalist: Video 2-A
<p>Practice PM Minimalist Step 3</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 3, then discuss/clarify as needed • Apply tools/processes of “Step 3: Figure out exactly what the finished work products will be” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 16-19 2. The PM Minimalist Mentor, pp. 12-14 3. Become a Project Management Minimalist: Video 2-A
<p>Practice PM Minimalist Step 4</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 4, then discuss/clarify as needed • Apply tools/processes of “Step 4: Figure out what you need to do to complete the work products (Identify tasks & phases)” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 20-23 2. The PM Minimalist Mentor, pp. 15-17 3. Become a Project Management Minimalist: Video 2-B

<p>Practice PM Minimalist Step 5</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 5, then discuss/clarify as needed • Apply tools/processes of “Step 5: Estimate time, effort & resources” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 24-27 2. The PM Minimalist Mentor, pp. 18-20 3. Become a Project Management Minimalist: Video 2-B
<p>Practice PM Minimalist Step 6</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 6, then discuss/clarify as needed • Apply tools/processes of “Step 6: Build a schedule” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 28-32 2. The PM Minimalist Mentor, pp. 21-23 3. Become a Project Management Minimalist: Video 2-C
<p>Practice PM Minimalist Step 7</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 7, then discuss/clarify as needed • Apply tools/processes of “Step 7: Estimate the costs” to a case study or real-world project concept. • * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 33-35 2. The PM Minimalist Mentor, pp. 24-26 3. Become a Project Management Minimalist: Video 2-C
<p>Practice PM Minimalist Step 8</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 8, then discuss/clarify as needed • Apply tools/processes of “Step 8: Keep the project moving” to a case study or real-world project concept. • * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 36-41 2. The PM Minimalist Mentor, pp. 27-29 3. Become a Project Management Minimalist: Video 2-D
<p>Practice PM Minimalist Step 9</p>	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 9, then discuss/clarify as needed • Apply tools/processes of “Step 9: Handle scope changes” to a case study or real-world project concept. • After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 42-44 2. The PM Minimalist Mentor, pp. 30-31 3. Become a Project Management Minimalist: Video 2-D

Practice PM Minimalist Step 10	<ul style="list-style-type: none"> • <i>[optional]</i> Watch video segment related to Step 10, then discuss/clarify as needed • Apply tools/processes of “Step 10: Close out phases, close out the project” to a case study or real-world project concept. • * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss. 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 45-52 2. The PM Minimalist Mentor, pp. 32-34 3. Become a Project Management Minimalist: Video 2-D
Bonus Team Building Exercises		
Bonus Team Building Discussion #1	<ul style="list-style-type: none"> • Discuss (in small groups and/or as an entire class) this topic: “Taking Care of Yourself: Managing Your Priorities, Time & Energy.” 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 94-111 2. The PM Minimalist Mentor, pp. 35-36
Bonus Team Building Discussion #2	<ul style="list-style-type: none"> • <i>[optional]</i> Watch selected video segments from series “Become a Project Management Minimalist: Videos 3-A, B & C,” then discuss/clarify as needed • Discuss (in small groups and/or as an entire class) this topic: “The People Stuff: How We Might Improve the Way We Work Together.” 	<ol style="list-style-type: none"> 1. The PM Minimalist book, pp. 54-93 2. The PM Minimalist Mentor, pp. 36-37 3. Become a Project Management Minimalist: Videos 3-A, B & C