

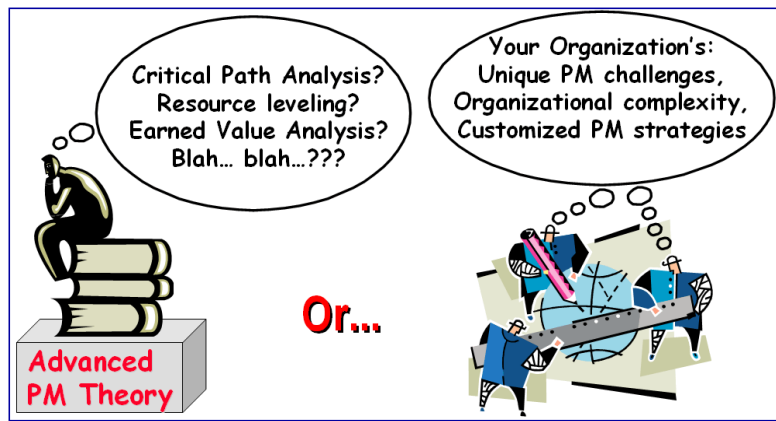
ADVANCED PROJECT MANAGEMENT:

A FULLY-CUSTOMIZED, HANDS-ON WORKSHOP FOR YOUR PROJECT TEAMS

The *Advanced Project Management Workshop* is a two- or three-day workshop designed to accomplish two broad goals for your organization:

- ▲ First, it helps participants acquire a common base of project management (PM) terminology, values, tools, and techniques related to managing large and complex projects.
- ▲ Second, it provides them the opportunity to generate their own, unique, large-project PM process models and strategies by using your organization-specific requirements as input.

This workshop is **not another turnkey, off-the-shelf product** delivered by an outside consultant. Your PM leadership team will actively participate up-front (before the class begins) to help us conceptualize a **complex case study that reflects your unique, “real-world” PM issues**. Participants will then be guided through the use of our **powerful templates and tools** to engage this case study as **active, competitive work teams**.



Key Vision: In this workshop, “Advanced Project Management” does not mean esoteric theory and arcane practices! Instead, it refers to those unique PM skills that are needed by your project managers to deal with large and complicated projects so they can more effectively create your organization’s comprehensive and integrated sets of deliverables. So, instead of broad theory, **our Advanced PM class focuses on developing the skills and strategies to cope with your organization’s unique complexities and inter-departmental politics**. In short, this isn’t another grad school class! It’s all about **practical, hands-on approaches & tools** to help your project managers **master complex projects**.

COURSE SUMMARY

- ▲ Brief review of key project management (PM) principles and terms
- ▲ Based on our up-front customizations, a focus on key PM issues that are unique to managing large and complex projects in your organization
- ▲ An easy-to-use set of tools (and hands-on practice) to help project managers, step-by-step, plan and implement complex projects

FOR MORE INFORMATION

- ▲ Contact Michael Greer at greers_pm@yahoo.com or 530.688.6613
- ▲ Visit <http://michaelgreer.biz>

WORKSHOP AGENDA

Part 1: The Big Picture

- ▲ Introduction
- ▲ Entry Quiz: Project Management Background and Basics
- ▲ Discussion of Pre-Class Assignment: Essential Project Artifacts & Processes
- ▲ Discussion of Pre-Class Assignment: Organization Structure as the Context for PM
- ▲ Broad Themes: Managing Large & Complex Projects

Part 2: Hands-On Exercises Using Your Custom Case Study

- ▲ Analyze Project Stakeholders
- ▲ Create the Project Charter
- ▲ Create a Strategy for Selling the Project Charter
- ▲ Organize the Project Team
- ▲ Develop a Detailed Work Breakdown Structure & Scope Summary
- ▲ Figure Out What You Need to Do (Tasks & Phases)
- ▲ Estimate Time, Effort, & Resources
- ▲ Design Project Schedules
- ▲ Create Project Communications Strategy
- ▲ Clarify Your Inspection, Review, & Approval Strategy
- ▲ Anticipate Scope Changes
- ▲ Assemble & Sell Your Comprehensive Project Plan
- ▲ Use the Project Management MUCK-Raker™

Part 3: 5 Strategies to Create More Inspired Project Teams

- ▲ Learn Optimism, Let Go of Perfectionism, Embrace the Work Itself, Manage Time, Shift from Drama to Empowerment