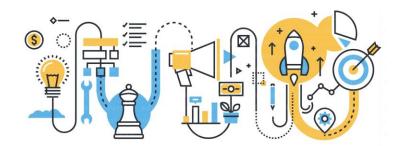<p align="center">**Project Management Fundamentals (virtual)**
Tuesday, October 26 - Wednesday, October 27, 2021</p>

Course Overview

This 2-day course begins by answering the question "what is project management" and defining its roles, history and dynamic industry profile. You'll learn how to define the scope and goals of your project, how to create a schedule, draft a budget and integrate risk by anticipating what could go wrong. This course will also focus on leadership components, such as communication excellence and the very essence of project management—knowing how to lead a team. Project Management Fundamentals teaches the art and science of delivering successful projects. Over the course of two days, participants will learn how to apply the processes, techniques, and tools for organizing and planning a project, as well as how to execute the plan, monitor and control, and deliver and close the project successfully. This indispensable class in Velociteach's PM Essentials series delivers 16 PDUs and 19 CPE credits total where applicable. Chock-full of tips, tricks, and practical techniques that can be applied immediately, participants will learn secrets of the best PMs and the factors that make them so successful. Click here to register!

Who Should Attend?

Project managers or members of the project management office, business analysts, consultants and contractors, and anyone involved in project delivery or seeking an introduction to the project management process.

Registration Info

Provider: Velociteach
Date: Tuesday, October 26 - Wednesday, October 27, 2021
Time: 8:00 a.m.-5:00 p.m. each day
Length: 2 days
Platform: Online
Capacity: minimum of 10 attendees; maximum of 20 attendees

Estimated SCPPA Member Enrollment Fee: $650 - $800 per attendee
(NOTE: the actual cost will be based on the final number of attendees and billed directly to the respective utilities. SCPPA Members do not need to make any payments online.)

2 DAY PROJECT MANAGEMENT FUNDAMENTALS COURSE

LECTURES, VISUAL AIDS, AND TOOLS

The project management fundamentals course is all about performing better as a PM. The instructor uses a presentation (projected slides) to guide students to take notes of key points. Students follow along in the course workbook, making notes, asking questions, and responding to instructor prompts. During the lectures, the instructor interacts with Students to verify understanding and answer questions. Content pulls from common challenges that PMs face in day-to-day jobs, such as "how to lead without authority". In this class flow, the instructor introduces a concept or problem; then, offers a possible set of solutions or techniques to use.

Students walk out of the course with a set of tools, spreadsheets, and templates that they can put to use immediately on their projects.

SMALL GROUP ACTIVITIES

In this project management fundamentals course, we follow this process: learn by observing, listening, and taking notes; apply concepts in group activities. Throughout the course, students will participate in large-group brainstorming sessions and multiple breakout sessions involving small groups. The instructor delivers a brief lecture on a topic, such as a method for identifying and analyzing project stakeholders, answers questions on the topic, and instructs the students to break into their small groups to work through an activity. This practice reinforces comprehension of the subject matter and encourages students to make use of the approach or technique immediately.

One of the most dynamic and rewarding portions of this class takes place during the debrief sessions immediately following each group activity. One group shares what they discovered – what went well – what was a struggle for them. Other groups ask questions, offer their own findings or experience, and we learn from each other. (Author James Surowiecki wrote *The Wisdom of the Crowds.*)

CASE STUDIES, ALPHA STUDY

Velociteach makes use of Case Studies during this course and can customize the Case Study to align with the projects of the Students. Throughout the course, we reference findings from the Alpha Project Study, a study of 860 project managers to identify the 18 PMs (top 2%) who landed at the far right of the performance bell curve. (Andy Crowe authored the book *Alpha Project Managers: What the Top 2% Know That Everyone Else Does Not.*)

The topics mentioned above are just a few of the instructional methods used in the course to encourage and measure participants learning.

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CLASS AGENDA

- **Introduction**
  - Welcome, introductions, backgrounds, and course expectations
  - Distribution of course materials
  - Describe how this course integrates with project management across industry
  - Learning objectives for this course
  - Segue to the value of project management...
  - Diving into the Deep End – managing projects that are simple or complex

- **The Basics: What is "Project Management"?**
  - What is Project Management?
  - Where does PM fit?
  - Context, definitions, roles
    - The Big Picture
    - Project Management History
    - Roles – who are the players in a project environment?
  - The Iron Triangle: Scope, Schedule, and Budget...
  - Constraints foster creativity!

- **Scope – Define the Goals (and Boundaries) of Your Project**
  - The Pre-Flight Checklist
  - Consequences – what happens if you don't follow the Checklist?
  - Documenting requirements and needs
  - Stakeholder Identification – where Scope Management begins!
  - Using the *Stakeholder Analysis Assistant* to identify key stakeholders
  - Working with key stakeholders to identify Project Requirements
  - How to build Consensus – Ranking Requirements
  - Communicate the Scope:
    - Product Description
    - The Scope Statement
    - A Work Breakdown Structure
  - Plan for Change: introduce the Change Control System

- **Schedule – What Needs to Happen and When?**
  - Building the Project Schedule
    - Determine Activities or Tasks required to create the deliverables
    - Sequencing – does the order matter?
    - Estimate Resources needed for each Activity
    - Given the Activity and the Resources, how long will it take?
  - *Note: This course will not cover Project Network Diagrams or Critical Path

- **Budget – How Much Will It Cost?**
  - Building the Project Budget
    - Now that I've got a Schedule, this part is logical...
    - Applying Rates to Resources
    - Costs: internal/external; direct/indirect; tracking charged time
  - *Note: This course will not dive into Earned Value Management

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CLASS AGENDA

- **Risk – What if Something Bad Happens...?**
  Managing Risk
    - Identification – how to build a Risk Register
    - Analysis – understanding the likelihood & impact
    - Planning responses – setting appropriate schedule & budget reserves

- **Communication Excellence – a Vital Trait of Top Project Managers**
  Fundamentals of Successful Communications
  Identify & overcome barriers and filters
  Interactive examples of common miscommunications!
  Setting expectations with the Communications Management Plan
    - Leaders avoid the Communication Vacuum – "Mind the Gap"
  Treating Communication like a *project deliverable*
  (External) How to communicate with the Customer
  (Internal) How to communicate with the Team
  Issue Logs – tracking and accountability
  Establishing Communication Ground Rules with the Team
  The Constructive Feedback Loop – *how to ask Team Members to improve*
  Lessons Learned from the Best (The Alpha PM Study)

- **Leading a Team – the Essence of Project Management**
  Successful Project Managers are strong Leaders...
  What we learn from the best (& worst): Traits of Strong Leaders
  Reflection – what unique leadership qualities can you identify?
  Team building – what to do, and what to avoid!
  Identify & maximize the strengths of the Team
  How to influence those who don't report to you (a common challenge to PMs)
  Motivation and reward systems
  The Project Review
    - Strong leaders are not afraid to look back
    - What can be learned from success?
    - What can be learned from failure?
    - How to capture this vital information

- **Course Review and Wrap-up**
  Document Personal Plan for Improvement
  Where to go from here? Opportunities for growth
  What lessons have you learned?
    - About your strengths, weaknesses, tendencies
    - About practical tools or techniques
  What practices will you implement in your next project?
  Next steps