

LookingGlass - Introduction to Project Management (PM 101)

Course Overview

This instructor-led course focuses on introducing participants to the practical basics of project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI).

<u>Course Introduction</u>	3m
Course Introduction	
<u>Section 01 - Introduction & Overview</u>	35m
Introduction & Overview	
Course Expectations	
Some Project Management Numbers	
What Tools Do You Need?	
Certifications	
What Is Project Management All About?	
How To Attain Great Results?	
The Division of Skills	
<u>Section 02 - Teams & Leadership</u>	1h 42m
Teams and Leadership	
Janssen's Model for Reactions to Change	
Conceptual Approach	
Spontaneous Approach	
Normative Approach	
Methodical Approach	
Approaches Lead to Roles	
The P.E.P. Cycle	
It's All In the Handoffs	
Five Reasons for Balancing Your Project Team	
The Five Dysfunctions of a Team	
Absence of Trust	
Absence of Conflict	
The Changing View of Conflict	
The Five (5) Conflict Resolution Modes	
Lack of Commitment	
Avoidance of Accountability	
Inattention to Results	
<u>Section 03 - Project Communication</u>	1h 8m
Project Communication	
Why Is Communication Important?	
With Whom Do We Communicate?	
Listening	
Channels of Communication	
Where Do We Get Understanding	
Hallway Conversations & Lunches	
Didactic Communications	
Meetings	

Basic Meeting Rules
The Communications Plan
Team Board
The Use of Collaboration Tools

Section 04 - Stakeholder Management

19m

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

Section 05 - The Basics of Project Management

40m

The Basics of Project Management
There Are No Absolutes
What is Project Management?
The Iron Triangle
Project Boundaries
PMBOK® Guide Knowledge Areas
The Process Groups & Knowledge Areas Combined
Every Project Should Have...
Project Management Plan
The Project Management Plan Can Also Include
The Reporting Information Flow
The Project Data Sheet (PDS) / Charter
Status Reporting
Project Portfolio Dashboard
The Basic Planning Steps

Section 06 - Scope and Requirements

1h 27m

Scope and Requirements
The Importance of Scope & Requirements Definition
The PMI Scope Management Framework
The Product vs. Project Scope
What is a "Requirement"?
Types of Requirements
Getting Quality Requirements
The Work Breakdown Structure
What the WBS Is
What a WBS is NOT
Components of the WBS
A Basic WBS
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 and Out of Scope
WBS
A Use Case
Detailed Use Cases

Section 07 - Developmental Methodologies

1h 12m

Developmental Methodologies
Project Management & Development Methodologies
Developmental Methodology Pyramid
Developmental Methodology Chart
Three Major Types
The Basic Waterfall Model
Keys to the Waterfall Model
Waterfall Keys Challenges
The Spiral Development Cycle
Advantages of the Spiral Model
Challenges of the Spiral Model
Prototyping
Reasons to Prototype
Dangers of Prototyping
Agile Development Values...
The 12 Principles of Agile Software
XP Is Customer Focused
XP, How Does It Work?
Iteration 0
The Basic Steps
Tools For Agile Development
Feature Cards
Major Methodologies
Selecting A Methodology

Section 08 - Effective Budgets & Schedules

1h 17m

Effective Budgets & Schedules
The Basic Steps in Scheduling
Sequencing
Sequencing Methods
Sequencing - Finish to Start
Sequencing - Start to Start
Sequencing - Finish to Finish
Sequencing - Start to Finish
Sequencing Diagram
Resource Estimating
Responsibility Assignment Matrix (RAM)
Duration Estimating
The Critical Formula
Efficiency vs. Availability
Project Evaluation & Review Technique (PERT)
PERT Example
Stages for Budget Development
Estimating Techniques
Don't Back into Your Schedule
Critical Path Method
To Decrease Your Schedule
Brooke's Law

Section 09 - Project Performance

1h 12m

Project Performance
What Causes Project Delays?
Multi-Tasking
What Behavior Do You Want?

The Keys to Success
Measuring Success
Project Performance Chart
The Triangle
Introduction to Earned Value
Earned Value Requirements
Earned Value - Key Terms
Project Performance Key Values
Cost Analysis
Schedule Analysis
Forecasting - ETC
Forecasting - EAC
Forecasting - TCPI
Earned Value Graphs
Earned Value Radar
Spark Lines and Bullet Graphs
Earned Value Chart
The Results
Conclusions

Section 10 - Change Management

17m

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

Total Duration: 9h 48m