

# ALTITUDE TRAINING CENTER

## DEVELOPMENT FOR ALL

## Project Management Workshop

*How does a major project get to be a year late?  
One day at a time.*

*Tom Peters*

**Introduction to Project Management** *Accomplishing projects on time and budget*

### Overview

With the rapid growth of the Middle East, many organizations face out-of-control costs brought on by projects that are full of changes, past deadline, over budget and that require more resources than originally projected. After applying processes learned in this workshop, participants will feel better prepared to effectively start, manage and complete their projects, regardless of size, scope, budget, or previous project management experience.

Our unique approach encourages attendees to bring real projects for a truly hands-on experience.

We invite whole teams to attend together, creating opportunities to unite and to learn solutions for specific challenges. This three-day training is ideal for those with no previous project management training and an increasing number of project oriented assignments.

### Program Objectives

At this program's conclusion, participants should be able to:

- Decrease costs through better planning and less rework
- Hit project deadlines through smarter workload management
- Reduce time and money spent backtracking and redoing a plan
- Strengthen cooperation and buy-in from team members and stakeholders
- Gain greater control over a project's progress
- Focus on the right project at the right time
- Improve early recognition of potential problems and issues

## **Course Outline**

### **DAY ONE:**

- What is PM
- Why do projects go wrong?
- The Five Step Project Management System
- Process vs. Project
- Strategy Planning
- Project Mapping
- Create the project's Mission
- Stakeholder Needs
- Key Stakeholder Interview Tool
- The Project's Vision
- Decision Points

### **DAY TWO:**

- Project Planning in easy steps
- Performance Factors
- Work Breakdown Structure
- Tools for Planning
- Creating an Unbeatable Team
- Identifying Skills and Equipment
- The Project Timetable
- Project Team Assignment Tool
- Integrating the Project with Other Daily Work
- Integrating the Project into the Month
- Communication

### **DAY THREE:**

- Meeting Planner Tool
- Delegation
- Using the Information Record
- Handling Requests for Changes
- Summary and Review of Implementation
- Project Evaluation
- Problem Analysis
- Project Priorities
- Conclusion
- Team Review
- Final Action Plan

This workshop is packed with videos, role plays, case studies and team activities.