



Project Management

“Planning the work and working the plan” is the mantra of all seasoned project managers. Planning requires a detailed approach with formal approval of the project before committing to and executing the plan. Monitoring and controlling the project to keep it on track is essential to project success.

In this three day class you will learn a systematic approach to defining the project plan driven by the project deliverables. This approach uses a hierarchical approach to work through definition of the deliverables, the work required to produce the deliverables, the skills and resources required, and the estimates for time and cost, leading to the project budget and schedule.

Effective leadership skills are as important to the project manager as good project management skills. You will also learn effective skills for managing project teams.

Learn How To

Initiate the project:

- Project Selection
- Project Charter
- Project Kick Off

Plan the Project

- Defining Project Scope
- Defining Project Deliverables
- Building the Work Breakdown Structure
- Building the Organizational Breakdown Structure
- Creating the Project Schedule
- Creating the Project Budget
- Developing the Risk Management Plan
- Planning Project Communications
- Assembling the Project Plan
- Baseline the Project

Execute the Project

- Leadership in a Project Environment
- Project Leadership Skills and Characteristics
- Team Member Roles and Responsibilities
- Team Charter

Control the Project

- Running Effective Team Meetings
- Reporting Project Status
- Communicating with the Sponsor and Customer
- Creating an Issues List
- Managing Change to the Project Baseline

Close the Project

- Creating the Close Out Checklist
- Collecting Lessons Learned
- Releasing the Team
- Celebrating Success

Who Should Attend

Anyone leading a team or on a team will find value in Project Management Fundamentals, including:

- Project Managers
- Project Leaders
- Team Leaders
- Team Members



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Life Cycle Institute

Be prepared to be an active learner. When you invest in training with the Life Cycle Institute, you will gain knowledge and learn skills that you will be able to apply immediately. Our courses are designed to teach by doing. Your training with the Life Cycle Institute is different because we offer:

- Facilitators who practice what they teach and teach what they practice
- Course content that is constantly updated with the latest proven tools and methods
- Adult learning methods that minimize lecture and emphasize learning by doing
- Classrooms that are specifically designed to facilitate learning

Scheduling & Pricing

September 1 – 3, 2009

Cost: \$2,495

CEU's: 2.1

Location: Life Cycle Institute, 4360 Corporate Road, Charleston, SC 29405-7445

Registration: 800-556-9589 • education@LCE.com • www.LCE.com

Each course includes morning and afternoon refreshments, lunch, and the use of a fully equipped e-business center. Class hours are 8:00am to 4:30pm.

Private Classes

Your training needs are unique. Unique needs may require customized, on-site training. Learn from practicing reliability professionals – on your site – at a time convenient for you – tailored for your environment. For more information please contact Dan Anderson at 800-556-9589 or education@LCE.com.

Course Facilitator



Darryl G. Ames, PMP, SCPM

Darryl Ames has more than 20 years experience as a project management and IT analysis and design methodologist. Darryl's project management experience spans disciplines such as software engineering, product development, pharmaceuticals, and state and federal government programs. As a methodologist, Darryl is a contributing author to project management life cycle methodologies for IBM and Bristol-Myers Squibb. As an instructor, Darryl has taught project management classes to over five thousand students of Fortune 500 companies around the world and as adjunct faculty for project management programs at George Washington and Stanford Universities.