

Project Management II

Budgeting, Quality, Change, Risk and Start-up

Course Length – 4 1/2 Days

PDU's- 30

Course Description: Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase II, when planning the budget, quality and risk are aligned with the Project Management Institute's nine knowledge areas of PMBOK® Guide. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual.

Methods: *Students will use discussion, cases, and group activities.*

Budgeting, Quality, Change, Risk and Start-up

- Identify quality processes which maintain high quality
- Review the Deming ideas on quality
- Evaluate ways to calculate cost
- Create a risk identification matrix
- Describe ways reduce risk
- Analyze ideas on maintaining high quality
- Identify change processes and procedures
- Examine change control systems

Quality Module

- Compare old and new philosophies in project management
- Define quality for today's projects
- Identify a prevention mentality rather than a reactive one
- Evaluate data that must be analyzed
- Set guidelines for executing continuous quality through the project
- Examine continuous process improvement for project processes
- Break down rules for continuous improvement
- Analyze where continuous improvement can help
- Discuss symptoms of quality concerns in past and future projects
- Design a continuous improvement project team's concern
- Judge ways to reduce resistance from organizational culture
- Compare roadblocks to continuous improvement and quality initiative
- Predict characteristics to the cost of quality in projects
- Choose techniques for involving co-workers
- Evaluate Deming's seven deadly diseases
- Blend Juran's six-step approach to quality
- Record steps for creating a quality action plan in projects
- Explore implementation of the quality action plan
- Examine ways of monitoring the quality action plan

- Identify the strengths and weaknesses of Gantt charting
- Discuss the strengths and weaknesses of CPM charting

Project Cost Management

- Budgeting basics
- Estimating techniques
- Pre-estimating process
- Constraint estimating
- Expert estimating
- Cost projections
- Detailing the problem
- Estimating the initial cost
- Figuring ROI on your project
- Define the processes of project cost management
- Detail the process of resource planning
- Detail the process of cost estimating
- Detail the process of cost budgeting
- Detail the process of cost control

Project Risk Management

- Definition of risk
- Sources of risk
- Risk management
- Conducting risk analysis
- Techniques to confronting risk
- Ranking
- Performance risk
- System risk
- Process risk
- Transferring risk
- Define risk management
- Define the six major processes of risk management
- Detail the process of risk management planning
- Detail the process of risk identification
- Detail the process of qualitative risk analysis
- Detail the process of quantitative risk analysis
- Detail the process of risk response planning
- Detail the process of risk monitoring and control

Problem Solving Module

- Classify who should be on the problem solving team
- Evaluate why participation helps solve the problem faster
- Discuss benefits of problem solving analysis in projects
- Review what influences the problem solving experience in projects
- Define the problem solving processes for successful projects
- Assess the resources needed to fulfill the problem solving plan
- Examine creative solutions in solving project plans

- Compare what to do if you inherit a goofy solution
- Conduct a SWOT Analysis
- Evaluate the four steps to Force Field Analysis
- Discuss the benefits of Force Field Analysis
- Define contingency planning and examine the crisis correctly
- Evaluate how to implement the solution
- Discuss 7 keys to problem solving implementation
- Identify the 7 reasons for implementation failure

Change Module

- Discuss the definition of change
- Analyze why people resist change
- Evaluate four types of change
- Examine five roles of change agents
- Explain the drivers of change
- Assess five new focuses from change
- Understand six ways fear hinders change
- Evaluate seven qualities of a paralyzed state
- Evaluate when to create change quickly or gradually
- Formulate a checklist to help determine resistance
- Identify how to deal with setbacks
- Create a strategy for change
- Conduct a force field analysis
- Create an action plan
- Compare change control to change management
- Discuss what is included in integrated change control
- Explain tools for integrated change control
- Discuss the benefits for written change requests
- Examine schedule changes
- Examine scope change control
- Examine cost change control
- Create change management processes
- Create change due to corrective actions
- Create change due to preventative actions
- Discuss how to monitor and verify changes have been completed
- Discuss change authorization policies
- Analyze the impact of change
- Define change control board
- Discuss best practices for change control board

Project II Best Practices

- PROJECT MANAGEMENT PLANNING
 - Responsibilities
 - Terminology

- **PLANNING PROCESS AND PROJECT PLAN**
 - What is Project Planning
 - The Planning Process
 - Importance of the Project Plan
 - Steps in the Planning Process
 - Overview of Project Scheduling

- **ACTIVITY DEFINITION AND SEQUENCING**
 - Develop Project Tasks
 - Define Task Relationships
 - Defining Deliverables
 - Development of a Project Schedule
 - Define Precise and Measurable Milestones
 - Steps to Creating a Project Schedule
 - Estimate Task Duration
 - Define Priorities
 - Define Critical Path
 - Document Task Relationship
 - Document Assumptions
 - Review the Results

- **BUDGETING**
 - Overview of Project Budgeting
 - Identify Cost Factors
 - Project Estimate Summary Worksheet
 - Instructions for the Project Estimate Summary Worksheet
 - Document Assumptions
 - Review the Cost Estimates
 - Estimated Cost at Completion Report

- **CHANGE MANAGEMENT**
 - Change Management
 - Change Management Organization
 - Change Management Plan
 - Tasks During the Planning Phase
 - Relationship to Quality Management
 - Authority and Responsibility
 - Control Items
 - Change Management Procedures
 - Storage of Control Items

- **QUALITY PLANNING**
 - Quality Process
 - Creating the Quality Plan
 - Responsibility for Quality
 - Independence of the Quality Assurance Team
 - Checklist
 - References

- REQUIREMENTS DEFINITION
 - Importance of Project Requirements
 - When are Requirements Defined?
 - Requirements Specifications
 - Who Defines Requirements?
 - Approvals
 - Managing Requirements Changes

- RESOURCE PLANNING
 - Overview of Resource Planning
 - Determining the Size of the Team
 - Determining Required Skills
 - Identifying Required Non-Labor Assets
 - Define Resource Profiles
 - Forming the Team
 - Support Functions
 - Define Assumptions

- RISK MANAGEMENT PLAN
 - Identify Risks
 - Risk Management Process
 - Responsibility for Risk Identification
 - Risk Management Worksheet Instructions
 - Contingency Planning
 - Risk Management Worksheet Sample
 - Suggested Preventive and Contingency Measures
 - Risk Identification Summary (Top Five Risk)

- PROJECT PLAN FORMAT
 - The Project Plan Template
 - Plan Approval
 - Project Summary
 - Project Charter
 - Project Trade Off Matrix and Status Summary
 - Project Organization
 - Activity List / Work Breakdown Structure
 - Work Product Identification
 - Project Schedule
 - Estimated Cost at Completion
 - Resource Loading Profiles
 - Requirements
 - Risk Management Plan
 - Change Management Plan
 - Quality Plan
 - Top Five Issues
 - Issue Item Status
 - Action Item Status