INSTRUCTOR-LED PROJECT MANAGEMENT WORKSHOPS

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DETAILED OUTLINES AVAILABLE

- Effective Writing
- Communication Skills
- Building High-Performance Self-Directed Work Teams
- Persuasive Presentations: From Design to Delivery
- Essential Skills for Project Managers
- Managing IT Projects
- Project Sponsorship
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Risk Management
- Advanced Project Management
- Project Management Using MSProject
- Agile Projects in Practice
- Troubled Projects: Techniques for Rapid Recovery
- Mastering Time Management and Organization

RISK RESPONSE STRATEGIES:
- Risk Acceptance
- Risk Avoidance
- Risk Transfer
- Risk Mitigation
- Contingency Planning

KEYS TO SUCCESS:
- Management's Commitment
- Full Support and Participation of the IT Team
- Risk Assessment Methodology
- Competence of the Risk Assessment Team

Project Risk Management

KNOWLEDGE	RATING
Initiation	0 1 2 3
Planning	0 1 2 3
Execution	0 1 2 3
Controlling	0 1 2 3
Closing	0 1 2 3

PERFORMANCE	RATING
Initiation	0 1 2 3
Planning	0 1 2 3
Execution	0 1 2 3
Controlling	0 1 2 3
Closing	0 1 2 3

Knowledge Competencies

Demonstrates knowledge and understanding of the following:

Initiation
- Inputs to preliminary risk planning.
- Tools and techniques utilized for risk planning.
- Outputs of preliminary risk planning.

Planning
- Inputs to risk planning and response development.
- Tools and techniques utilized for the evaluation of potential risk events and the planning and development of risk responses.
- Outputs of risk planning and response development.

Execution
- Inputs to execution of risk response plans.
- Tools and techniques utilized for execution of risk responses.
- Outputs of risk response execution.

Controlling
- Inputs to risk response control.
- Tools and techniques utilized.
- Outputs of risk response control.

Closing
- Inputs to project closure with regard to risk.
- Tools and techniques utilized for project closure.
- Outputs of project closure with regard to risk.

Performance Competencies

Demonstrates the ability to develop or produce the following:

Initiation
- Preliminary Risk Assessment Matrix.

Planning
- Risk Management Plan.
- Contingency Plans.
- Contractual Agreements.
- Risk Assessment Matrix.
- Probability Impact Matrix.
- Sensitivity Analysis.
- Decision Tree Analysis.
- Risk Response Plan.

Execution
- Project Risk Response Plans.

Controlling
- Updates to Risk Response Plan.
- Corrective Actions.
- Workarounds.
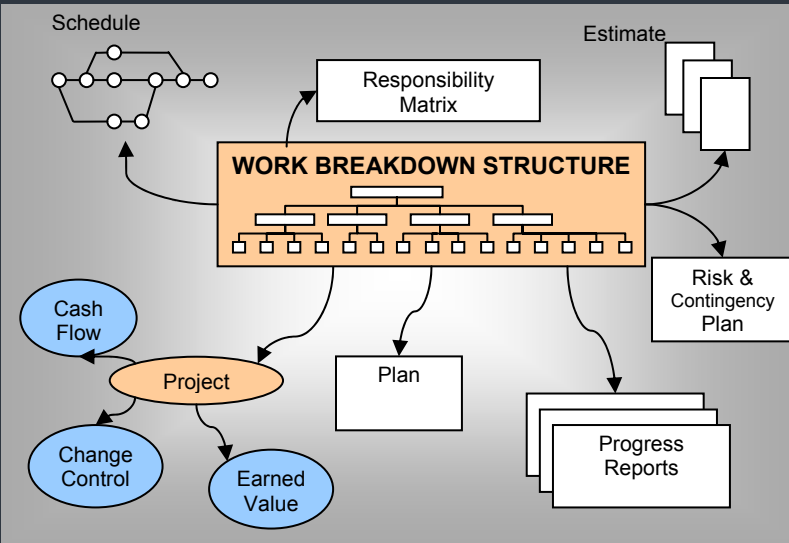
Closing
- Lessons Learned.

Rating Scale KNOWLEDGE
0 Not Rated
1 Limited familiarity with terms and concepts
2 Acceptable level of knowledge & understanding
3 Proficient level of knowledge & understanding

Rating Scale PERFORMANCE
0 Not Rated
1 Not had opportunity to demonstrate competency
2 Has not fully demonstrated competency
3 Has demonstrated and meets expectation

WORK BREAKDOWN STRUCTURE

Schedule — Estimate
Responsibility Matrix
WORK BREAKDOWN STRUCTURE
Cash Flow
Project
Change Control
Earned Value
Plan
Risk & Contingency Plan
Progress Reports

EFFORT and DURATION ESTIMATE

Duration Driven — IDENTIFY TASK — Effort Driven
Estimate Duration
Derivation
Estimate Effort
Effort Estimate
Duration Estimate
Estimate Effort
Conversion
Convert to Duration

MONITORING RISKS AND UPDATING PROJECT RECORDS

Change Request
CHANGE
Progress Report
PROGRESS
Time — Cost
DEFINING PLANNING ORGANIZING EXECUTING MEASURING EVALUATING
PROJECT CONTROL
Scope
Extreme = Total Control
ENTREPRENEURIAL DECISIONS (Opportunities)
PROBLEM SOLVING DECISIONS (Mild Threats)
CRISIS MANAGEMENT DECISIONS (Disturbances)
Degree of Control
Extreme = Loss of Control

EFFECTIVE RISK MANAGEMENT

You need to have:

- A well defined plan to clarify scope and constraints
- An effective requirements model to provide a clear understanding of the requirements
- A work breakdown structure (WBS) to define the tasks
- A network diagram to resolve the dependencies
- Reasonable estimates of effort and duration by task or function
- The team involved in risk management early and continuously monitor risks throughout the life project
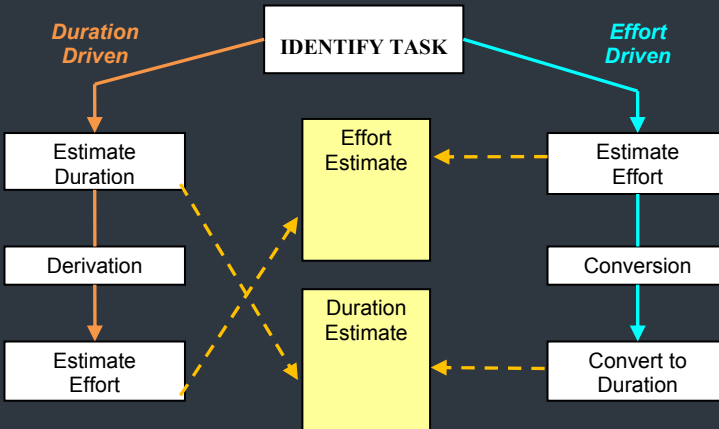
You need to know:

- The productivity and interruption factors for your environment
- The availability and skill levels of resources
- The platform and environment to be used
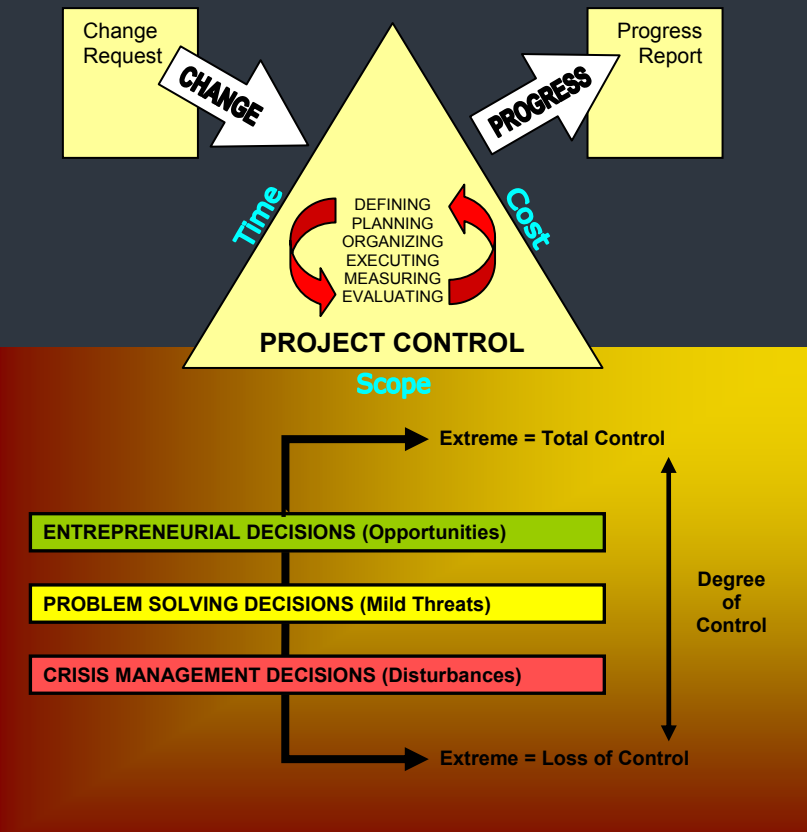- The availability of reusable code libraries

You need to understand:

- The complexity of the project
- The development environment
- The degree of commitment
- The project priority

RISK MONITORING & CONTROL

- Use an early warning system
  - Project Charter
  - Work Breakdown Structure (WBS)
  - Network Diagram
  - Responsibility Matrix
  - Effort and Duration Estimates
  - Planned and Actual Performance Numbers
  - Earned Value Measurement Techniques
- Execute the risk strategy
- Monitor risks and update the risk management plan as necessary
- Execute contingency plans when required
- Identify and add new risks that may be recognized
- Report risk status
- Update project plans affected by risk changes