301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

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PHOENIX TS

Project Management Principles

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 3-day training will walk participants through the nuts and bolts of project management, from setting priorities to controlling expenses and reporting on the results. They may still have to cope with the unexpected, but they'll be better prepared.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Day 1

Module 1: Course Overview

Module 2: What is a Project?

Module 3: Project Management Basics

Module 4: Pre-Assignment Review

Module 5: How Can Projects Help Me?

- The Benefits of Projects
- Case Study: Mary Marvelous

Module 6: A Project's Life Cycle

- The Life Cycle
- Stages of a Project

Module 7: Selling a Project

- Tom Peters
- The Priority Matrix

Module 8: Preparing Your Project

- Things to Consider

Module 9: The Role of a Project Manager

- A Project Manager's skills
- Key skills

Module 10: Project Goals

Module 11: Laying Out the Project

- The Statement of Work
- Individual SOW
- Project Planning worksheet
- Writing reports

Day 2

Module 12: Project Risks

- Risk Tolerance
- About risks
- Reducing risks

Module 13: Contingency Planning

Module 14: What Really Needs to be Done?

- Beginning a Plan
- Preparing a Basic Schedule
- Other Scheduling Factors
- Planning My Project
- Scheduling My Project

Module 15: The Work Breakdown Structure

Module 16: Planning Tools

- **Two Basic Tools**
- **PERT**
- **GNAT Charts**
- **The Network Diagram**
- **Flow Chart**

Module 17: Budgets

Module 18: Teamwork

- **Why Teamwork is Important**
- **Building a Winning Team**
- **The Team Machine**

Day 3

Module 19: Developing Teams

- **Four Issues to Address with Project Teams**
- **Team Development**

Module 20: Aspirinia

- **Decision Information**
- **Individual Action Steps**
- **Group Planning**

Module 21: Communication Tips

Module 22: Closing Out a Project

Module 23: Team Meetings

Module 24: Presentation Primer

Module 25: Project Presentations

- Presentation Time
- Presentations
- Feedback and Evaluations

Wrap up

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Included in this **Project Management Principles**

- 3 days instructor-led training
- Project Management Principles training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

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