

Agenda – Day 1

- 8:30 a.m. Introductions, Objective, Agenda
- 9:00 Why Project Management?
- 9:15 Project Management Framework
 - What's a project?
 - What are the 3 project constraints?
 - What's project management?
 - What are we managing?
 - What's a Project Life Cycle?
- 11:00 Initiating the Project
- Noon **Lunch**
- 1:00 p.m. Project Initiation – cont'd
 - Developing the Charter
- 2:00 Project Planning
 - Milestone Schedule
- 2:30 Project Planning Flow
 - Work Breakdown Structure
 - Work Plans
 - Managing Risk
 - Budgeting & Contingency
- 4:00 **Adjourn**

Agenda – Day 2 . . .

- 8:30 a.m. Day 1 Review & Video
- 9:00 Project Planning – cont'd
 - Network Planning/Diagram
 - Gantt Chart
 - Critical Path
- 11:00 Change Management
- Noon **Lunch**
- 1:00 p.m. Project Execution and Control
 - Tracking
 - Earned Value
 - Status Reports
 - What If?
- 2:30 Project Close Out
 - Stakeholder Interviews
 - Close Out Report
- 3:00 Advanced Topics
 - Multiple Projects
 - Least-Resource Scheduling
- 4:00 **Adjourn**