

Agenda – Day One Morning . . .

8:30 a.m.	Introductions/Learning Objectives
9:00	Why do Projects Fail? Top Reasons - Exercise
9:30	Why Project Management? Lightning Round - Exercise
9:45	Project Management Framework and Terminology Who's PMI? What's a project? What are the Triple Constraints?
10:00	Break
10:15	Who are the Stakeholders? What's project management? What are we managing? What's scope? What's the Project Life Cycle?
11:00	Project Hierarchy Project Life Cycle
11:30	Managing Requirements V.O.C. and C.T.Qs Video Deliverable Checklist
Noon	Lunch

Agenda – Day One Afternoon . . .

12:45 p.m.	Initiating the Project What's a Project Charter and how to create it Role of the Project Sponsor
1:30	Kick-off Meeting Introduce Case Study Project Draft a Charter for Case Study Project - Exercise Identify Deliverables/Customers/Suppliers/Risks - Exercise
2:00	Break
2:15	Continue with Case Study Charter Exercise
3:00	Project Charter Review
3:15	Break
3:30	Preliminary Schedules and Budgets Creating a Preliminary Schedule – Exercise Dealing with Unrealistic Due Dates and/or Budgets
4:10	Video
4:29	Adjourn

Agenda – Day Two Morning . . .

8:30 a.m.	Day 1 Review
	Update Project Hierarchy
9:00	Planning the Project
9:30	Work Breakdown Structure
	Create WBS for Case Study Project - Exercise
	What's a Program versus a Project?
10:00	Break
10:15	Creating Work Plans
	Duration and Cost Estimating
	Sequencing Activities (Deliverable Activity Network Diagrams) - Exercise
11:00	Schedule Building
	Create the Project Activity Network Diagram - Exercise
11:30	Risk Management
	What's Risk Mitigation?
	Mitigation versus Contingency
	Mitigating Risk - Case Study Project - Exercise
Noon	Lunch

Agenda – Day Two Afternoon . . .

12:45 p.m.	Building the Project Schedule
1:30	Critical Path – What is it? Determine Critical Path - Exercise
2:00	Gantt Chart
2:15	Break
2:30	Change Management
2:45	Communication Plan Case Study Project - Exercise
3:00	Executing and Controlling the Project Tracking the Project Managing Change - Exercise Project Status Reports
3:30	Break
3:45	Closing the Project Feedback from Stakeholders Holding the Close out Meeting Preparing a Close out Report
4:20	Evaluations
4:29	Adjourn