

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/6595](http://www.amanet.org/6595)

# AMA's Comprehensive Project Management Workshop

## Nail Your Project Every Time

Delays, cost overruns, or quality problems can wreck your project. **Keep it on course** with this 5-day overview of project management.

Aligned with PMI's PMBOK®, this workshop helps you master the entire project management process. You'll earn 35 professional development units (PDUs) pre-approved by PMI, and you'll gain skills and in-depth knowledge that prepare you for the next level: the Project Management Professional certification.

You Will Learn How To:

- Manage projects with confidence
- Avoid dangerous shortcuts and omissions
- Monitor risks and correct trouble spots
- Put together a solid team and effective documentation
- Pave the way for achieving PMP® status

You'll Also Receive:

- A complimentary copy of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th Edition, by PMI®—a \$65.95 value

## How You Will Benefit

- Learn all aspects of project management from the perspective of the PMBOK Guide
- Acquire necessary prerequisite knowledge to enter a PMP Exam Prep training program
- Achieve competence in the 10 project management knowledge areas and five process groups
- Master the 47 competencies outlined in the PMBOK Guide
- Learn the techniques of documenting project risks, assumptions and constraints
- Become skilled at identifying and performing stakeholder analysis
- Learn how to develop a WBS and create a project charter
- Get skills to determine the critical path of a project
- Learn how to staff your project for optimum results
- Become skilled in executing, monitoring and controlling the tasks defined in your project plan



# **What You Will Cover**

## **DAY 1**

### **Examining the Project Management Framework**

- Exploring characteristics of projects
- Reviewing project management terminology
- Considering environmental influences

### **Reviewing the Project Management Body of Knowledge**

- Describing the project management process groups
- The project management knowledge areas
- Project management competency standards

### **Initiating the Project**

- Using project selection methods
- Defining project scope
- Documenting project risks, assumptions and constraints
- Identifying and performing stakeholder analysis
- Evaluating the project charter

## **DAY 2**

### **Planning the Project**

- Defining and recording requirements, constraints and assumptions
- Identifying project team members and defining roles and responsibilities
- Creating the work breakdown structure (WBS)
- Developing the change management plan
- Identifying risks and defining risk strategies
- Obtaining plan approval
- Conducting the kickoff meeting

## **DAY 3**

### **Executing the Project Plan**

- Executing the tasks defined in the project plan
- Ensuring a common understanding and setting expectations
- Implementing a quality management plan
- Executing approved changes, actions and workarounds
- Improving team performance

## **DAY 4**

### **Monitoring and Controlling the Project**

- Measuring project performance
- Verifying and managing changes to the project
- Ensuring that project deliverables conform to quality standards
- Monitoring all project risks

## DAY 5

### Closing the Project

- Obtaining final acceptance for the project
- Getting financial, legal and administrative closure
- Releasing project resources
- Creating and distributing a final project report
- Archiving and retaining project records
- Measuring customer satisfaction

## Who Should Attend

Project managers, program managers, and project team leaders who have several years of experience initiating, planning and managing projects, and project team members who are interested in enhancing their career by preparing to become a certified PMP.

**Prerequisite:** This course requires you to have basic knowledge and experience in project management. AMA recommends attending [Improving Your Project Management Skills: The Basics for Success](#) (Seminar #6503) or its equivalent before enrolling in this seminar.

## Special Feature

**EXTRA:** Attendees will receive a complimentary copy of *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), 5th Edition, by PMI® (a \$65.95 value)

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AMA's Comprehensive Project Management Workshop is recommended as a prerequisite to [AMA's PMP Exam Prep Express](#) (Seminar #6590).

## Schedule

- [5] days - \$3,095 Non Members
- [5] days - \$2,795 AMA Members
- [5] days - \$2,647 GSA

## Credits

35 PDU/28 PDU\_T/7 PDU\_L  
3 CEU

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