American Management Association's
AMA's Comprehensive Project Management Workshop

Learning Objectives

- Recognize, Apply, and Align Your Project Management Approach with the Fundamental Concepts of Project Management in the *PMBOK® Guide*
- Connect the Process Groups, Project Management Knowledge Areas, and Processes in a Practical and Useable Way
- Build the Key Deliverables and Structure to Get Your Project Started Effectively and Efficiently
- Develop a Comprehensive and Appropriate Project Management Plan as a Blueprint to Effective Project Execution
- Implement the Project Management Plan By Managing, Coordinating, and Collaborating with the Project Team and Key Project Stakeholders
- Monitor and Control Project Work to Meet Well-Defined Performance Objectives and Success Criteria
- Develop and Implement a Plan to Close the Project and Transition Ongoing Product Support to Operations

Foundation Concepts

- Define Key Characteristics of Projects, Products, Programs, and Portfolios
- Apply Project Management Terminology from the *PMBOK® Guide*
- Recognize Organizational and Environmental Influences on Projects
- Identify Key General Management and Interpersonal Skills of Effective Project Managers

Project Management Process Groups and Knowledge Areas

- Define and Map the Project Management Process Groups, Knowledge Areas, and Processes
- Use the *PMBOK® Guide* as a Reference for Your Projects
- Recognize the Importance of Establishing a Project Management Methodology and Project Management Information System

Getting Projects Started

- Describe Pre-Project Activities
- Identify and Analyze Key Project Stakeholders
- Develop the Project Charter

Developing the Project Management Plan: Scope, Schedule, Human Resources, Communications, and Stakeholders

- Develop the Key Elements of the Project Management Plan
- Collect and Define Stakeholder Requirements
- Define and Detail the Project Scope Baseline
- Develop the Project Schedule Baseline
- Identify the Project Team Members and Their Skills/Roles/Responsibilities
- Plan Stakeholder Communications

Developing the Project Management Plan: Cost, Quality, Risk, Procurement, and Obtaining Project Management Plan Approval

- Create the Project Budget and Cost Performance Baseline
- Establish a Sound Project Quality Management Plan
- Determine How to Approach and Conduct Project Risk Management Activities
- Analyze the Procurement Requirements for the Project
- Obtain Approval for the Completed Project Management Plan

Managing Project Execution

- Conduct an Effective Project Kick-Off Meeting
- Authorize and Manage Project Work to Achieve Project Objectives
- Implement Approve Change Requests
- Manage the Project Team While Work Is Being Completed
- Identify Qualified External Sellers While Work Is Being Performed
- Communicate Information Effectively During Project Execution

Monitoring and Controlling Project Work

- Monitor and Control the Triple Constraints: Scope, Schedule, and Budget
- Compare Actual Project Performance Against the Project Management Plan
- Forecast Future Project Performance and Trend Analysis
- Manage Project Changes as Work Is Being Done
- Identify, Track, and Monitor Project Issues and Risks
- Report Project Status and Progress Measurements
- Monitor Stakeholder Relationships

Closing the Project

- Achieve Administrative Closure for the Project
- Document Formal Acceptance of the Final Project Outcome
- Close Out the Project Contracts
- Create and Distribute the Final Project and Lessons Learned Reports
- Archive and Retain Project Records