

SmartPLAN™



Facilitated Project Planning Workshop

Prime Management International, Inc.

A SBA-Certified 8(a), Woman-Owned Company

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The RIGHT way to quickly start projects.™

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SmartPLAN™
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PRODUCT PROFILE

Real-Time, Smart Project Planning

CONCEPT

SmartPLAN™ is a facilitated workshop designed to accelerate the project planning process and teach project teams to apply proven project management methods on real projects.



DELIVERY METHOD

The instructor will deliver brief lectures on the fundamental concepts of project management; between lessons the instructor becomes a mentor, guiding and coaching team members as they immediately use project management tools and techniques on their current projects.

Through hands-on practice, project managers and team members gain practical experience in the mechanics of proper project planning – including project definition; WBS development; work plan preparation; cost, time, and resource planning; and risk analysis and response development.

BENEFITS

This accelerated planning session will develop team member consensus on the project approach at the end of the workshop and will successfully launch a project into its execution phase. A solid project planning foundation will help ensure that all essential activities and tasks are accomplished on time, on budget, and on track for quality, scope, and resource utilization.

The instructor will transfer practical knowledge and skills which project managers and team members can implement on future projects. The application of consistent, repeatable project planning processes in the organization will boost efficiency and shorten planning and execution cycles.



Day 1	Day 2	Day 3
<p>Welcome</p> <p>Introductions</p> <p>What Is a Project?</p> <p>What is Project Management?</p> <p>The Project Management Profession</p> <p>9 Project Management Knowledge Areas</p> <p>Project Failure Statistics</p> <p>The World of a Project Manager</p> <p>Why do we need a Project Planning Process?</p> <p>Assessing Project Requirements</p> <p>The Triple Constraint</p> <p>Scope Management</p> <p>Exercise: Document Your Project's Requirements</p> <p>WBS Definition & Benefits</p> <ul style="list-style-type: none"> Two Forms of WBS Task-Oriented WBS <p>Product-Oriented WBS</p> <p>WBS Structure</p> <p>Summary Tasks & Work packages</p> <p>Basic Principles for Creating WBSs</p> <p>Exercise: Develop Your Project's WBS</p> <p>Definition of Resource</p> <p>Resource Planning Exercise: Allocate Your Project's Resources</p> <p>Exercise: Develop Your Project's Roles & Responsibilities Matrix</p>	<p>Project Network Diagrams</p> <p>Activity Sequencing</p> <p>Task Dependencies</p> <p>Lag and Lead Time</p> <p>How to Build a Precedence Diagram</p> <p>Critical Path Method (CPM)</p> <p>Gantt Charts</p> <p>Techniques for Shortening a Project Schedule</p> <p>Schedule Management Plan</p> <p>Exercise: Develop Your Project's Network Diagram</p> <p>Activity Duration Estimating</p> <p>Inputs into Estimates</p> <p>Exercise: Estimate Your Project's Activity Durations</p> <p>Cost Estimating</p> <p>Cost Estimate Worksheet</p> <p>Exercise: Estimate Your Project's Costs</p>	<p>What is Risk?</p> <p>What is "Risk Management"?</p> <p>Why Take Risks?</p> <p>Risk Management Process</p> <p>Inputs to the Risk Management Process</p> <p>Risk Response Development</p> <p>Known and Unknown Risks</p> <p>Exercise: Develop Your Project's Risk Management Plan</p> <p>Baseline the Project</p> <p>Comparison of Plan & Actuals</p> <p>Scope Change Definition</p> <p>Scope Change Control</p> <p>Steps to Manage Scope</p> <p>Exercise: Baseline Your Project</p> <p>Communications Management</p> <p>Why do projects need to consider Communication Management?</p> <p>Conflict Intensity Over the Life of a Project</p> <p>Communications Management</p> <p>Why do projects need to consider Communication Management?</p> <p>The Impact of Team Size on Communications Channels</p> <p>Information Distribution</p> <p>Communications Plan</p> <p>Exercise: Develop Your Project's Communications Management Plan</p> <p>Assemble Your Project Plan</p>