

Got Projects?

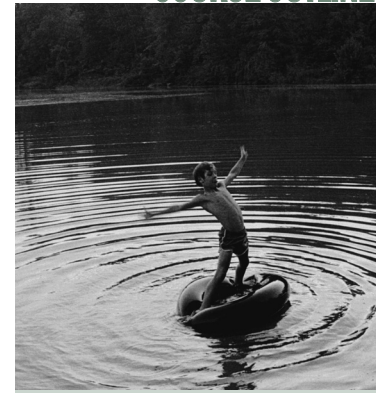
Individuals responsible for smaller, shorter-term projects often wear multiple hats and have other job duties on top of their project responsibilities. This highly interactive workshop equips such jugglers to deliver great project results more efficiently and with less stress. Participants gain a solid understanding of the four general phases in every project (planning, specifying, building, and implementing) and the four project disciplines (project management, business analysis, product development, and change management). They learn the role of each discipline at each product phase, as well as tools and techniques for staying on schedule and delivering what was expected. Using a case study for the exercises, they respond to a variety of project scenarios. This helps participants immediately transfer the new learning to their specific jobs.

FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Participants will experience practical and immediately useful techniques that they will be able to incorporate into existing projects to maximize skill transfer.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

DISCOVER HOW TO

- Create a solid project plan using a standard methodology
- Interview project stakeholders to create a detailed set of requirements for the project's end product.
- Learn to resolve differing stakeholder requirements, acquire needed resources, and manage expectations.
- Coordinate current week's activities, monitor progress to identify gaps between what was planned and what actually happened, and adjust the next week's activities to close the gap.
- Plan for and manage the change resistance that accompanies projects.



DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: individuals on small projects who would never think of attending a formal project management, business analysis, change management, or product development workshop.

PREREQUISITES: none.

OUTLINE SUMMARY

Projects

- What is a project?
- The project triangle
- Project participant groups
- Distinct project phases
- Vital project disciplines

Functional Roles Examined

- Project manager
- Business analyst
- Domain Expert
- Change Manager

The Project Plan

- Project benefits, objectives, and deliverables
- Product development approach
- Sponsors and stakeholders
- Required resources
- Milestone schedule
- Project baseline

Task Identification

- Work breakdown structure (WBS)
- Format, rules, and conventions
- Resource assignments
- Task lists

Estimating

- Level of accuracy
- Duration and cost
- Approaches to estimating
- Estimating considerations

Sequencing and Scheduling

- Network diagram
- Task dependencies
- Critical path
- Gantt chart
- Resource leveling

Negotiating

- Importance of negotiation in project success
- Common deficiencies and problems
- 8 step model
- Key elements to developing commitment

Interviewing

- Preparing for the interview
- Questioning and listening techniques
- Holding the interview
- Listening for requirements

Requirements

- Identifying requirements
- Writing requirements
- Organizing requirements

Project Dynamics

- Weekly project meeting
- Issue tracking
- Project sway
- Status reporting
- Steering the project back on course

Building the Product

- Design
- Development
- Verification

Change Resistance and Acceptance

- Changes projects induce
- Stages of change
- Resistance
- Change strategies
- Plan the change

Implementing the Product

- Product adoption
- Project closure

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