Project Management Series

MANAGING SINGLE-TIME EFFORTS
Project Management in the Knowledge Age

Managing Single-Time Efforts: *Project Management in the Knowledge Age* from *Tryon and Associates* is a powerful and empowering look at one of the most significant challenges faced by organizations today . . . how to introduce new products and services to their customers – and do so in structured, organized manner. **Managing Single-Time Efforts** is designed for the total business organization. It provides a common foundation for any organization seeking to make Project Management a useful and respected discipline. The concepts and practices taught in this course are proven to be equally valuable for…

- Any organization seeking to *institutionalize* the Project Management discipline **as well as** a single project manager who wishes to apply the concepts to a specific project.
- Large, multi-national companies **as well as** small, entrepreneurial firms.
- Projects that will result in complex technology and engineering results **as well as** purely human endeavors.
- Projects that require large, multi-year investments **as well as** small, short-term projects.
- Established Project Management environments **as well as** organizations attempting to formalize the discipline for the first time.

Managing Single-Time Efforts provides a very enlightening contrast between the continuing efforts of yesterday's Industrial Age to today's more dominant single-time efforts of the Knowledge Age. This thought-provoking discussion provides the premise for a modern view of Project Management. Understanding this shift to a new project management reality also supports the cultural changes many organizations are attempting to implement.

This seminar provides a very effective means for an organization to…

- Create a common definition and understanding of the Project Management discipline.
- Establish a common understanding of the role Project Management will play for the total business organization.
- Understand how each part of the total business organization must contribute to the success of the Project Management process.
- Define specific roles and responsibilities that must be performed to insure a project's success.
- Identify a repeatable Project Management Framework that may be understood and used by the total business organization.

Managing Single-Time Efforts focuses on the responsibilities and contributions required from each member of the *Project Organization*. These roles are evaluated as the project moves through a predictable and repeatable *Project Life-Cycle*. Special attention is given in this class to the early stages of a project (Project Initiation). The seminar provides a detailed examination of

a project agreement called the *Project Charter*. While other components of Project Management may require time to fully implement, the Project Charter becomes a popular and powerful new tool immediately following this seminar.

The course completes the discussion of Project Initiation by defining the components of the initial *Project Plan*. This plan is based on the certified completion of well-defined intermediate and final deliverables. It is also the basis for detailed planning. The Project Plan must be *iterative* as all components of the plan will be constantly reviewed and adjusted due to new project conditions and realities.

This course also provides an overview of the Project Execution process that is described in more detail in the **Project Management Fundamentals** seminar. **Managing Single-Time Efforts** concludes with a discussion of a process for bringing a project to closure (Project Completion).

While the techniques presented in this seminar are supported by numerous software products, no specific software product is used or endorsed during the class. However, this session is commonly used to describe the creation of several Project Management deliverables as a prelude to training staff members in the use of an organizationally selected software product.

Learning Objectives
The specific goals and objectives for this seminar are to provide each attendee with an understanding of…
- What is *modern* Project Management?
- How to avoid the bias of "industrial age" Project Management in current environments.
- A repeatable Project Life-Cycle.
- The components of a Project Organization needed to insure a successful project.
- The roles and responsibilities of each member in the Project Organization throughout the Project Life-Cycle.
- How to launch a new project.
- How to construct a Project Charter that will serve as the initial project agreement.
- How and when to modify the Project Charter so it reflects the current realities of the project.
- How to construct a base or foundational Project Plan that may be used for detailed planning.
- The components of Project Execution.
- A process for Project Completion.

Audience
Due to the wide-spread appeal of this seminar, it may and should be attended by members from across the total business organization. This seminar is particularly useful to anyone who is involved in…
- Identifying the initial business need for the project.
- Approving the project for initiation.
- Selecting the project team.

- Supplying resources to the project.
- Approving the initial project vision and scope.
- Performing the work of the project.
- Approving project status and performance.
- Approving changes to project vision and scope.
- Approving project deliverables.
- Using completed project deliverables.

This audience often includes project managers, team members, product planners, operations specialists, industrial engineers, software engineers, technology specialists, strategic planners, senior managers, operations managers, staff (resource) managers and product managers.

Prerequisites

There are no training prerequisites for this session. However, it is useful if the attendees have some understanding of how their organization first recognizes candidate projects, establishes annual project budgets and then approves projects for initiation. If possible, this course should be attended before taking the **Project Management Fundamentals** seminar or any other course that addresses project planning and control techniques.

Duration

Managing Single-Time Efforts addresses a large number of issues that are critical to implementing a culture that respects the Project Management discipline. These topics have been compressed into a very stimulating and fast-paced three day format. Each full seminar day will last eight hours, including breaks and time for lunch. Course length may be modified at a client's request by removing or emphasizing specific content. A one day, introductory or management version of this course is available. It is titled **Modern Project Management**.

Format

This seminar is conducted in an instructor-led format. Consistent topic coverage is insured by the use of easy-to-follow seminar notes. The instructor introduces each topic adding illustrations, examples and analogies to explain the material. Team workshops, focusing on live projects introduced by the students, are used during the session to reinforce the seminar topics. Seminar attendees are encouraged to add their observations or ask questions at any time. Group discussions are often used to explore a specific topic.

Materials

Each attendee receives a full set of presentation materials used by the instructor during the seminar. They will also receive numerous articles, examples, templates and common processes that are identified during the course. Discussion agendas are also provided to use following the seminar. A comprehensive bibliography is provided of all books and reference materials noted during the seminar. Each attendee will receive an attractive Certificate of Completion following the seminar.

PMBOK Compatibility

This seminar is designed as a logical procedure for managing a project. The majority of the topics discussed in the material relate directly to one or more knowledge areas of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK). While the course does not teach the PMBOK specifically, the PMI material is referenced and suggested as a resource to all attendees.

SEI/CMM Compatibility

This seminar is useful for organizations seeking Capability Maturity Model (CMM) Level 2 and Level 3 certification from the Software Engineering Institute (SEI). This seminar specifically addresses the needs of Project Planning and Project Tracking identified by SEI for software development projects.

Author

Managing Single-Time Efforts was written by Charles A. Tryon, founder of ***Tryon and Associates.*** This seminar was created based on Mr. Tryon's project experience as a Project Manager for Sun Oil Company. He has also helped implement this approach in hundreds of organizations of various sizes, industries and expertise.

Scheduling and Pricing

This seminar is typically scheduled on-site for a specific client. Please review the general scheduling and pricing policies. A complete price quote will be provided on request. On occasion, this seminar is offered on a public basis. Contact ***Tryon and Associates*** for more information about scheduling or attending this seminar.

Contact Information

Additional information on this and other ***Tryon and Associates*** seminars may be obtained by calling (918) 625-8258. Seminar descriptions and other helpful information are available at ***www.TryonAssoc.com***.

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Attendee Comments

"The material is well thought out and presented with energy."

"Although I have a background in Management Science, I find the course to be interesting and useful. The course would be useful for experienced project managers as well as individuals that are new to the discipline."

"This process will help move our organization into the future and stay competitive."

"This is the most applicable material that I have ever been exposed to, including college."

"Probably the most useful material my organization has provided me in years."

"This course would have value for those working on projects, those managing projects and those benefiting from projects."

"The structure and organization of the material and the presentation make the course very easy to follow."

"This course pointed out many pitfalls to avoid. I would have fallen into some of these pitfalls if not for the class."