

Project
Management
Series

PROJECT MANAGEMENT FUNDAMENTALS

Basic Skills for Managing Single-Time Efforts

Project Management Fundamentals: *Basic Skills for Managing Single-Time Efforts* provides a very concise and usable survey of the most common techniques required to plan, control and track a project. The concepts and practices taught in this *Tryon and Associates* course allow an organization to...

- Define a repeatable process for project planning, deployment and scheduling.
- Define a repeatable processes for project control, tracking and reporting.
- Identify a common suite of techniques and processes for use by all Project Managers.
- Create a common basis for the use of automated planning tools.
- Establish a consistent standard for evaluating project plans and performance.

This seminar provides the skills necessary for a Project Manager to...

- Decompose the work of the project into manageable components.
- Estimate the effort needed to perform each project component.
- Align project components into a logical flow.
- Assign people to specific project components.
- Track the progress of each project component.
- Perform an objective assessment of project progress.

Project Management Fundamentals offers a natural continuation to the discussions and concepts of *Tryon and Associates'* premier Project Management seminar, **Managing Single-Time Efforts**. **Project Management Fundamentals** focuses on the Project Execution component of the Project Life-Cycle where the majority of project work is actually performed. This seminar is based on many established, traditional planning and control techniques. Special variations for *single-time efforts* are noted where relevant.

This course offers an excellent educational launching pad for other specialized training that might be required as an organization matures in the use of Project Management principles. This session, along with **Managing Single-Time Efforts**, provides a concise and useful foundation in the Project Management discipline.

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 explain the basic mechanics of the Project Management techniques 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...

- How to create a work breakdown structure.

- How to create a *Quality Plan* that compliments the WBS
- How to create meaningful estimates following a repeatable process.
- How to create a model of the expected flow of project work based on known interdependencies.
- How to deploy staff against project work.
- How to calculate realistic project schedules.
- How to create meaningful status reports.
- How to assess the performance of a project on a timely basis.
- How to manage change.
- How and when to revise the Project Charter and Project Plan.

Audience

As this course deals with the more technique specific components of the Project Management discipline, the course is intended for anyone who will actually participate in the creation of the Project Plan and then evaluate performance against it. This typically includes project managers, project team members, product planners, operations specialists, industrial engineers, software engineers, and technology specialists. Various levels of management may also find this session useful if they wish to understand the Project Management processes that will be used by the project teams.

Prerequisites

When possible, attendees of this seminar should first attend the **Managing Single-Time Efforts** course. That session provides attendees with a valid context for the fundamental skills offered in this class.

Duration

Project Management Fundamentals is presented over three and a half days. Each seminar day lasts a full eight hours that includes breaks and time for lunch. Course length may be modified at a client's request by removing or emphasizing specific content.

Format

This seminar is divided between instructor-led lecture and team workshops. 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. Seminar attendees are encouraged to add their observations or ask questions at any time. Group discussions are often used to explore a specific topic. Topics are then examined using enjoyable workshop exercises where attendees may experience the dynamics and processes for using a technique. Results are then evaluated by the instructor and other attendees.

Materials

Each attendee receives a full set of presentation materials and workshop answers used by the instructor during the seminar. They will also receive numerous articles, examples, templates and common processes that are identified during the course. 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 process 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, that 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

Project Management Fundamentals was written by Charles A. Tryon, founder of *Tryon and Associates*. This seminar was created based on Mr. Tryon's experience as a Project Manager in the Information Technology industry and as a project consultant and seminar leader. Franklin L. Kastl, III contributed significantly to the construction of this material and many of the workshops.

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

“In my opinion, every member of our company should go through this class. If we all had this information before we got into projects, I think our projects would be done in a more timely and cost effective manner.

“The workshops were great. It is extremely helpful to apply what you just heard to make it more meaningful.”

“I found the class to be inspirational and I hope that I can stay motivated and continue to use these tools.”

“I really think this class has helped me put the pieces together.”

“I found several elements (in the seminar) that I can add to our project planning methods that made my time out of the office completely justified. I found the instructor’s real-world experience of great value to the topic.”

“This class rates with the very best training I’ve had. It made me think and evaluate continuously. It was very stimulating and fun.”

“This course helps me better understand why projects fail and what to do to prevent them from doing so.”