



## Project Management Bootcamp

<b>Monday – Project Management Basics</b>	
9:00 am – 12:00 pm	<ul style="list-style-type: none"> <li>• Welcome &amp; Introductions</li> <li>• Overview of Program Content &amp; Activities</li> <li>• Project Management Definitions</li> <li>• Industry Overview</li> </ul>
12:00 – 1:00 pm	Lunch break
1:00 – 5:00 pm	<ul style="list-style-type: none"> <li>• Project Management Overview               <ul style="list-style-type: none"> <li>➢ What is a project?</li> <li>➢ What is project management?</li> <li>➢ Project, Programs, Portfolios and Product Management</li> </ul> </li> <li>• Initiating the Work               <ul style="list-style-type: none"> <li>➢ Project Initiation activities.</li> <li>➢ The Project Charter - Drafting the project charter</li> <li>➢ Project Stakeholder - Identifying stakeholders, Stakeholder Analysis, Stakeholder Register</li> </ul> </li> <li>• Case study &amp; Group Selection</li> </ul> <p><b>Activity – Creating a charter</b>  <b>Activity – Stakeholder Register &amp; Stakeholder analysis</b></p>
<b>Tuesday - Project Planning</b>	
9:00 am – 12:00 pm	<ul style="list-style-type: none"> <li>• Planning the Work               <ul style="list-style-type: none"> <li>➢ Project Planning activities</li> <li>➢ Project Scope - Defining the Scope of a project</li> <li>➢ Change Management &amp; Communications - Managing change and communications</li> </ul> </li> </ul> <p><b>Activity – Project Scope Statement</b>  <b>Activity – Communication Management Plan</b></p>
12:00 – 1:00 pm	Lunch break
1:00 – 5:00 pm	<ul style="list-style-type: none"> <li>• Planning the Work               <ul style="list-style-type: none"> <li>➢ Project Schedule - Creating a Work Breakdown Structure (WBS) and designing a schedule</li> </ul> </li> </ul> <p><b>Activity – WBS &amp; Schedule Management Plan</b>  <b>Activity – Project Timeline (Gantt Chart)</b></p>
<b>Wednesday - Project Planning, Executing, Monitoring &amp; Controlling</b>	
9:00 am – 12:00 pm	<ul style="list-style-type: none"> <li>• Planning the Work               <ul style="list-style-type: none"> <li>➢ Resource Planning - Creating a Plan for Human Resource needs</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>➤ Cost Management &amp; Vendor Contracting/Procurement Management</li> <li>➤ Project Budget - Estimating and forecasting</li> </ul> <p><b>Activity</b> – Human Resource Plan  <b>Activity</b> – RACI  <b>Activity</b> – Project Budget</p>
12:00 – 1:00 pm	Lunch break
1:00 – 5:00 pm	<ul style="list-style-type: none"> <li>• <b>Planning the Work</b> <ul style="list-style-type: none"> <li>➤ Risk Management - Assessing and categorizing risk</li> </ul> </li> <li>• <b>Executing the Work</b> <ul style="list-style-type: none"> <li>➤ Project Execution activities</li> <li>➤ Quality Management - Quality Considerations</li> </ul> </li> <li>• <b>Monitoring &amp; Controlling the Work</b> <ul style="list-style-type: none"> <li>➤ Project Monitoring &amp; Controlling activities</li> <li>➤ Status Reports &amp; Updates - Status reporting and Issue Escalation</li> </ul> </li> </ul> <p><b>Activity</b> – Risk Register &amp; Risk Categorization  <b>Activity</b> – Quality Management Plan  <b>Activity</b> – Project Management Plan  <b>Activity</b> – Project Dashboards</p>
<b>Thursday - Project Close &amp; Key Tools/Competencies for PM Success</b>	
9:00 am – 12:00 pm	<ul style="list-style-type: none"> <li>• <b>Closing the Project</b> <ul style="list-style-type: none"> <li>➤ Project Close activities</li> <li>➤ Transfer or Termination of activities</li> <li>➤ Lessons Learned compilation</li> </ul> </li> <li>• <b>Key Software &amp; Tools for PM Success</b></li> </ul> <p><b>Activity</b> – Project Close-out  <b>Activity</b> – Lessons Learned Document</p>
12:00 – 1:00 pm	Lunch break
1:00 – 3:00 pm	<ul style="list-style-type: none"> <li>• <b>Key Competencies for PM Success</b> <ul style="list-style-type: none"> <li>➤ Influencing</li> <li>➤ Negotiating</li> <li>➤ Decision Making</li> <li>➤ Problem Solving</li> <li>➤ Assumptions</li> <li>➤ Delegation</li> <li>➤ Matrix Management</li> </ul> </li> </ul> <p><b>Activity</b> – Assumptions</p>



3:00 – 5:00 pm	<ul style="list-style-type: none"> <li>• Working Session</li> </ul> <p><b>Activity</b> – Working Session for teams to complete all elements in preparation for final presentations</p>
<b>Friday - Putting it all Together</b>	
9:00 am – 12:00 pm	<ul style="list-style-type: none"> <li>• Group Presentations               <ul style="list-style-type: none"> <li>➢ Presentation of full package of completed documents.</li> <li>➢ Groups 1-3</li> </ul> </li> </ul>
12:00 – 1:00 pm	Lunch break
1:00 – 5:00 pm	<ul style="list-style-type: none"> <li>• Group Presentations               <ul style="list-style-type: none"> <li>➢ Presentation of full package of completed documents.</li> <li>➢ Groups 4-6</li> </ul> </li> <li>• Close of Program</li> </ul>

## Project Management

