



PM 103

Managing, Controlling, and Closing

Course Description

In this workshop, continue digging into the mechanics of planning in order to ensure that your next project is a success. You will also learn to use critical path methodology to predict how long a project will take and discover what to do when faced with unexpected delays. Experiment with the tools that are used by experts in this field and modify them to work for your benefit.

This workshop will teach you to build a communication plan and schedule with a work-breakdown structure while keeping effort, duration, and resources in mind.

Outcomes:

- Clarity on how to keep track of projects while they run
- The ability to keep people in the loop and on track
- Projects that run more smoothly and are less “dangerous”
- A project team that constantly improves

Module 1: Project Management: Observe, Track, and Report

After a project is planned, it needs to run smoothly. Here we learn how professionals keep track of what's important and communicate progress to stakeholders.

- How to track projects and what to pay attention to
- How to get real and honest answers when tracking
- Observe and track a project's progress and variances
- Run an effective project status meeting
- How to report clearly and concisely

Module 2: Project Management: Risk Management, Uncovering Issues, and Closing

In every project, things will go wrong. That's why professional project managers learn and utilize techniques to reduce problems and get to the bottom of what's going on. After the project is over, the project manager analyzes the project to facilitate continuous improvement.

- Analyzing risk
- Build plans to avoid problems or minimize their impact
- How to figure out what's going wrong when things “keep happening”
- What to do when the final product is delivered
- How to learn from mistakes and smooth out future projects