

# Reflections on Day 1

**Purpose:** Identify how you will use what you have learned on your projects

**Process:**

1. Reflect on the topics covered today and the notes that you made
2. Think about which project management processes will improve your projects and how to get your team involved in using them.

**Participation:** Individually

**Product:** At least one thing you will start doing and one thing you will stop doing on your project. Use page 28 in the Learning Log.



# Start of Day 2



Did you know....

***Adults forget up to 70% of learning  
if it is not recalled within a 24 hour period!***

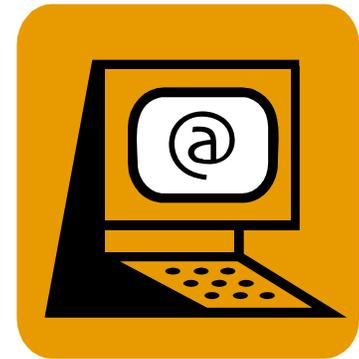


# Start of Day 2 Recap

**Purpose:** To better remember topics covered yesterday

**Process:**

1. Review the topics covered yesterday.
2. On a flip chart, create the home page of a web site that covers yesterdays topics.



**Participation:** Teams

**Product:** One flip chart that looks like a project management web site home page

# PMF Agenda

## Day 1

### AM

Module 1 Getting Started and Defining the Project

### PM

Module 2 Organizing the Team and Planning for Communication

Module 3 Stakeholders and Requirements

## Day 2

### AM

Module 4 Creating Hierarchical Decomposition Structures

Module 5 Risk Management

### PM

Module 6 Estimating

Module 7 Creating a Project Schedule



# PMF Agenda

## Day 3

### **AM**

Module 8 Understanding Change Management

Module 9 Executing and Controlling a Project

### **PM**

Module 9 Seven Keys Simulation

Module 10 Project Reviews and The 7 Keys

Module 11 Closing the Project

Module 12 Course Wrap-up and Exam

