

Welcome

Project Management Fundamentals: PM10G

Important

Please check-in with your instructor as soon as you arrive...

Your completion certificate for the
PM Orientation PM54D
must be verified by the instructor
before you may be admitted into this class.



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Opening



Introductions

1. Your name
2. The city where you live and the city where you work
3. How long you have been in a PM role?
4. Key learning objectives for this class



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



PM Feedback

- During the case study activities, each participant will act as the Project Manager one or two times.
- During each activity, the rest of the team will evaluate the PM using the assessment form.
- Identify what the Project Manager did well and make constructive suggestions.



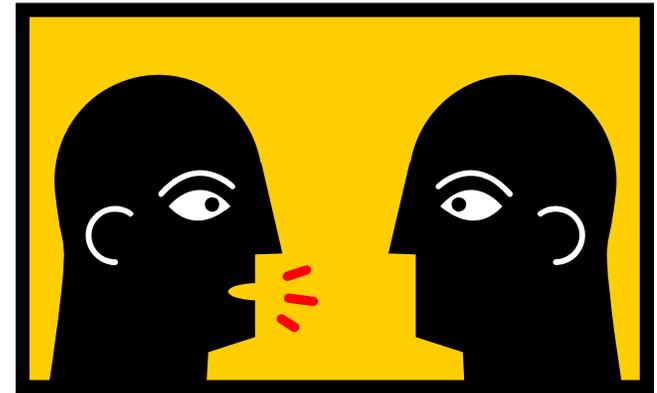
Receiving Feedback

- Breathe
- Listen and do not interrupt
- Ask for clarification
- Paraphrase, summarize
- Acknowledge valid points
- Sort out what you heard



Giving Feedback

- Give both the positive and "even better if"
- Catch people doing something right
- Be descriptive
- Speak for yourself, not others
- Stay with known things, not hearsay
- Be sensitive - understand your audience



Administration

- Emergency phone number
- Local emergency exit procedures
- Notes and mobility desks
- Attendance
- Maximum absence
- Sign the Roster every am & pm
- Certificate Request and Course & Instructor Evaluations (both via an e-mail worldwide)



Ground Rules

- Cell phones ... off ... or vibrate only
- Laptops off
- Be on-time
- Others you would like to add?



The Bridge Game - Part 1

Purpose: Experience the project management skills and behaviors that will be applied in this course

Process: Each team has 10 minutes to estimate the time it will take them to build a bridge

Product: Completed Official Bid Form



The Bridge Game - Part 2

Purpose: Experience the project management skills and behaviors that will be applied in this course

Process: Each team builds their bridge within the timeframe they estimated

Product: Completed bridge



The Bridge Game - Debrief



PM Feedback

After the Bridge Game:



- The PM describes what went well
 - The team describes what went well
 - The PM describes what could have been better
 - The team describes what could have been better
 - Hand the feedback forms to the PM
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- After providing the PM feedback. Document your lessons learned on page 8 of the Learning Log.
 - This should include any changes that you plan to make in your daily work as a result of this exercise.

About the Case Study

- World Gymnastics Games Project
- It is representative of an actual project.
- The class is divided into groups.
- Within each group, students play different roles throughout the case study.
- Each student serves as the project manager for different exercises.
- Exercises in the case study relate to the content of each module.

