

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.



End of Day 1 Reflections

At the end of the first day, give the class five minutes to individually reflect on the topics covered today and identify what they will stop doing and what they will start doing as a project manager.

Ask the participants to think about which project management processes will improve their projects and how they will get their team involved in using them.

The participants can write down their thoughts on page 28 of the Learning Log.

Start of Day 2



Ask participants to recall the topics that were covered on day one of the class.

Did you know....

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



Show this slide at the start of day 2.

Explain the FROLL. People tend to better remember something if it has one or more of these characteristics:

First – we remember the thing we see first

Repeated – we remember something if it is repeated using different media

Outstanding – we remember something that is unusual and out of the ordinary

Linked – we remember something that is linked to the mental models we already have

Last – we remember the thing we see last.

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

Ask the teams to create a home page of a web site by listing the topics that were covered yesterday.

After the teams create their flip charts, invite the participants to present their flip charts.

This exercise should take 15 minutes and then allow another 15 minutes for discussion.

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



Remind participants of the course agenda .

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

