

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

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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

