



Intermediate Project Management in Government Organizations

*A 3 or 4-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

This workshop shows you how to firmly control any size project. You will learn how to get results consistently. No theories . . . this workshop firmly focuses on practical, how-to aspects of managing your projects with real-world examples. Gain powerful new skills to use today to control high-demand projects. The free handbook you receive in this workshop is a powerful guide you will use to get immediate results your management will notice, and one you will consult for years to come.

Learning Objectives & Topics Covered in this Workshop:

- **Establishing priorities**
 - What is a project/program?
 - Why have project/program management?
 - Project or functional management?
 - The real importance of vision and mission statements
- **Initiating the Project**
 - Using the Project Management Toolkit
 - The 5 steps shared by all successful projects
 - The importance of understanding requirements and specifications
 - Details of cost and schedule estimating
 - Two major reasons projects overrun
 - Issues for the project manager
 - Performance assessments (cost, schedule, and task)
 - Responsibility, authority, influence, and accountability
- **Successful Project Planning**
 - Developing the project objectives
 - The role of your customer
 - Scope definition
 - Structure of a plan
 - Techniques for developing a solid, integrated project plan
 - Refining initial cost and schedule estimates
 - How to build a truly useful work breakdown structure
 - Work packages
 - The right level of detail
 - Implementing your plan

Audience:

This workshop is designed for all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 24.0 – 32.0

CEU Credits: 2.4 – 3.2

Suggested Program

Prerequisites: Problem-Solving and Decision-Making

Advanced Preparation:

None

NASBA Program Level:

Intermediate

NASBA Field of Study:

Business Management and Organization

Delivery Method: Group Live

– Live Virtual Classroom





- Delegation with authority to succeed
- Setting measurement criteria
- Identifying and managing risk
 - Risk mitigation techniques
- **Scheduling the Project**
 - Formulating the project schedule
 - Schedule logic
 - The role of the WBS in developing accurate and detailed schedules
 - Schedule techniques
 - Bar charts, PERT, CPM, milestone, hybrid schedules
 - Pros and cons, principles for selection
 - When and how to use them; how to keep them current
 - Selecting key milestones
 - Importance of securing plan buy-in from stakeholders
 - Baseline schedules - what are they, how to build them, how to use them
 - How to integrate project cost, schedule, resources and quality
 - Identifying and adjusting inconsistencies
 - Coordinating other people's time and resources
- **Organizing the Project**
 - Tactics
 - The most key factor in organizational structures
 - Types of organizations
 - Identifying the best resources for the job
 - Dealing with resource limitations
 - When should alternative approaches be considered?
 - Handling conflict