## Workshop Features

### Project Management – Systems Approach

#### (Two Day Workshop)

**Audience**
Project leaders, managers, and team members new to project management methodology or who have never had formal project management training.

**Benefits**
- High performing project teams focused on customer satisfaction

**Overview**
This workshop teaches the life cycle approach to defining, planning, executing, and closing-out projects. Participants will learn how to define scope, develop project plans, and use quantitative tools to monitor and control projects to achieve high-quality results. Tools covered include Statement of Work (SOW), Work Breakdown Structure (WBS), GANTT Chart, Network diagrams (CPM and PERT), Earned Value Analysis (EVA), Linear Responsibility Chart (LRC), and Communication Plan.

**Goals**
This workshop is designed to help employees:
- Improve their knowledge of the competencies and structure of project management

**Objectives**
At the completion of this workshop employees are able to:
- Explain the importance of up-front project planning and apply planning tools to class project
- Breakdown the project work into elements which can be tracked and discuss tools to financially account for each segment of the class project work
- Discuss methods for scheduling and budgeting projects and apply these methods to the class project
- Describe methods of planning and communicating staff needs
- Apply practical and straightforward project management tools
- Discuss the importance of conducting a project close-out and be knowledgeable of the steps involved, especially capturing “lessons learned” to benefit future projects
- Explain how material from the workshop can be applied to projects back in the work environment
### PROJECT MANAGEMENT – SYSTEMS APPROACH (CONT)

#### (TWO DAY WORKSHOP)

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<tr>
<th><strong>FORMAT</strong></th>
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<tbody>
<tr>
<td>A simulation tool, individual and group activities, and lecture and discussion are used to teach and practice the skills presented in this workshop. Workshop size is limited to a minimum of 15 and a maximum of 25 to maximize individual attention and group learning.</td>
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<th><strong>MATERIALS</strong></th>
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<td>Employees receive a participant workbook and a PMBok guide for future reference.</td>
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