



**The ARC Training Group**  
**A Division of The ARC Consulting Group, Inc.**  
**A Profit Enhancement Firm**  
Providing Educational and Consultative Services to the  
International Business Community

## **SEMINAR FACT SHEET**

### ***SUCCESSFUL PROJECT MANAGEMENT***

#### ***Seminar 613***

#### **Seminar Overview**

This 3-day seminar steps through the full life cycle of project management. Designed for serious project managers who need to handle tough projects, this seminar covers the basics of project management, then introduces phase/gate reviews, work packages, risks and other advanced topics. Learn to develop strong cross-functional teams, create solid project scope statements, handle changes and scope-creep.

This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™ Technology
- PMBOK<sup>1</sup> Guide© Aligned
- Developed by PMP<sup>1</sup>s & AMA-Certified Trainers

#### **Who Should Attend**

This seminar is intended for project managers and group leaders running medium-to-large scale and cross-functional projects.

<b>Project Team</b>	<b>Management</b>	<b>Disciplines</b>
✓ Project Managers	Senior Managers	✓ Technical
✓ Team & Technical Leads	✓ Functional & Line Mgrs	✓ Non-Technical
Architects and Designers	Supervisors	✓ Pharma/Biomed
Developers and Staff	✓ PMO/Special	IT

### **What Will Be Covered**

- Align projects with business goals and gain senior management support
- Learn to handle clients with fuzzy or unknown objectives
- Communicate with senior management, department managers and clients
- Building the project team in project and matrix environments
- Techniques for developing Muda-Free™ estimates for both time and money
- The Work Breakdown Structure (WBS), including Work Packages and project Phases
- Gantt Charts, PERT Charts and Critical Path Methodology (CPM)
- Use CPM to balance resources across project and functional responsibilities
- How to handle project risk and change management to prevent scope creep

### **The Skills/Knowledge You Will Learn**

- Distinguish achievable goals from un-achievable goals
- Work with functional managers to balance resources across the organization
- Create a successful plan — even with difficult projects
- Handle changes throughout the full project life-cycle
- Employ techniques that build and maintain senior management support
- Build a Muda-Free Zone™ project plan
- Build strong project teams, both inside your department and across departments

**SYLLABUS**

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*Day 1*

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**1. Foundation for Success**

- Project quality defined
- Identify specific issues plaguing project management in your environment
- Establish a common language
- Muda-Free Zone™ technology
- Create a framework for success

**2. Define Project Scope and Requirements**

- Defining the initial project team
- Align your projects with organizational objectives
- Ensure client and stakeholder buy-in and agreement
- Build quality into your project — create a Muda-Free Zone™

**3. Develop the Project Work Plan**

- Build a Work Breakdown Structure (WBS) that creates a Muda-Free Zone™
  - The rules for breakdown structures
  - WBS formats and templates
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*Day 2*

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**3. Develop the Project Work Plan (continued)**

- Employ a Work Package Dictionary to build quality into your project
- Identify project Phases to ensure senior management support

**4. Identify and Build your Project Team**

- Handling projects in a matrix environment
- Align the right skills for the project's activities
- Identify and handle conflict
- Managing staff which doesn't report to you
- Get your team working together — fast!

**5. The Precedence Diagram and the Critical Path**

- Establish the flow of project work
- Create the precedence diagram and identify the Critical Path
- Using the critical path to ensure success and Muda-Free™ execution

*SYLLABUS (CONTINUED)*

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*Day 3*

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**6. How to Estimate Work**

- The keys to good estimating
- How to identify and handle poor estimates
- Early estimating techniques

**7. Communicating the Project through the Integrated Project Plan**

- Determine what needs to be communicated, and to whom
- Charting, graphics, and other communication formats
- Communicating with clients
- Communicating with senior managers
- Communicating with other stakeholders

**8. Project Execution and Control**

- Types of project control methods
- The project control cycle
- Identifying problems before they become problems
- Project status meetings
- Project change management — preventing scope creep
- Ensuring client acceptance

**9. How to Close a Project**

- Conducting a lesson's learned session
- Administrative closure
- Incorporating lessons learned into your next projects

**Seminar Logistics and Pricing**

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

Duration: <b>3 Days</b>	Prerequisites: <b>None</b>
Seminar Fee: <b>\$9750.</b>	Avg. Cost/Person: <b>\$488.</b>
Max Attendees: <b>20</b>	CPE Hours: <b>24 Special</b>
All Ally seminar fees include travel for the seminar leader, all seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required.	

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