



# TriCon Consulting, Inc.

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Project Management Training and Consulting  
*Integrating the Art and Science of Project Management*

## Proactive Project Management

This seminar is designed for personnel with little or no project management experience, as well as those experienced project managers and team members with no formal training in project management methods and mechanics who have responsibility for project delivery. The tools, techniques, and concepts in this course will enable participants to proactively manage projects throughout the entire project life-cycle from initiation to project closeout and not just react to the ever changing environment around them.

### Seminar Outline

- Project Management Overview
  - What is Project Management?
  - Managing Behavior Change in a Project Culture
  
- Project Initiation: Getting the Project Started Right
  - Setting the Direction and Establishing the Business Need
  - Identifying the Real Stakeholders
  - Identifying the Major Deliverables
  
- Project Planning: Setting the Direction
  - Project Management Plan Development
  - Defining Project Scope and Requirements
  - The Work Breakdown Structure: Defining the “Whats”
  - Quality Planning: Setting the Standard
  - Time Management: Defining the “How” and “When”
  - Human Resource Management: Defining the “Who”
  - Creating a Project Budget
  - Communication Management
  - Procurement Management
  - Risk Management
  - Integration Management and Transition Planning
  
- Project Execution: Working the Plan
  - Managing the Project Team
  - Influence and Motivating Project Stakeholders
  
- Project Control: Staying on Track
  - Managing Project Change
  - Performance Measurement and Reporting
  - Risk Monitoring and Control
  
- Project Closure: Bringing Everything to an Orderly End
  - Administrative Closure
  - Contract Closeout

## Seminar Outline (Continued)

- Special Considerations: Beyond the Basics
- Managing Technical Projects
- Managing Multiple Projects
- Managing Programs
- Multiple Project Managers
- Managing Virtual Project Teams
- Handling Cross Cultural Issues

## Seminar Objectives

Through a variety of engaging in-class exercises and hands-on activities participants will learn how to:

- understand the critical roles, responsibilities, and relationships of the project manager, project sponsor, customer, and other key stakeholders
- establish a project management culture that encourages on-going communication
- effectively handle customer, management, team member, and other stakeholder expectations
- create a work breakdown structure (WBS), estimate project time and resource requirements, develop logical schedules for project deliverables, and establish a project budget that most efficiently utilizes project resources
- develop a realistic integrated project management plan that clearly documents and communicates critical performance baselines
- develop project risk, quality, communication, and procurement management plans
- establish the appropriate level of project control to manage project performance and report project progress, and control changes
- manage project team member relationships through effective conflict management and negotiation techniques
- properly close out a project including lessons learned, team member recognition, project transition and hand-off to an operational/support team, and documenting project results

**Seminar Length** 3 or 4 Days

## Seminar Structure and Materials

This seminar is not just a lecture format. It is a combination of focused lecture, interactive discussion, exercises. Rather than just lecture, the participants are engaged in many discussions regarding real-life organizational experiences throughout the duration of the seminar.

All participants will receive a detailed course manual.

## Who Should Attend This Seminar

New project managers, team members, experienced project managers with little or no formal project management training, anyone desiring to establish a solid project management foundation.

## Prerequisites

Only a willingness to learn and a desire to become a more productive, efficient, and effective project manager or team member.