iPM - Integrated Project Management Workshop

The Integrated Project Management, or iPM, workshop presents a common-sense planning and tracking methodology based on two simple assumptions: (1) a project team needs a methodology to follow when working together, and (2) the methodology needs to be *integrated* or consistent with Microsoft Project and the Project Management Institutes' Project Management Body of Knowledge (PMBOK®). This workshop covers both the Project MAP planning methodology for project teams, and how to use Microsoft Project effectively. By integrating course content, typically covered in multiple courses over five days, the iPM workshop is just three days in length.

The IPM workshop includes widely recognized and used project management tools and techniques such as: Triple Constraint Management; WBS and Decomposition; PERT/CPM and Duration Compression; Resource Definition, Assignment and Resource Leveling; Bottom-up Estimating; Communication Network Planning; Performance Measurement such as Variance analysis and Earned Value Analysis, Persuasion, Status Review Meetings; Change Control, Templates, Risk Identification, Contingency, and Response Planning.

Topics Covered

- Considering the Business Environment
- Listing and Justifying Outcomes and Stating the Scope
- Setting up the Work Environment (Calendars, Managing Multiple Projects)
- Creating a Work Breakdown Structure and Estimating Task Requirements
- Determining Task Logic
- Defining, Assigning, and Leveling Resources
- Ensuring Project Success (Gaining Compliance and Risk Management)
- Designing a Communication Network
- Tracking a Project
- Assessing Performance

Learning Outcomes

- Use Process Bridge™ software with Microsoft Project
- Create clear, measurable goals and outcomes for a project
- Align project goals and outcomes with organization's business environment
- Set up a project, and manage multiple projects using Microsoft Project
- Create a Work Breakdown Structure, and enter in Microsoft Project
- Estimate task requirements, and enter them in Microsoft Project
- Identify task predecessors and successors, set task logic and analyze critical path
- Assign resources and level workloads in Microsoft Project
- Use persuasive techniques to gain commitment for the project requirements
- Identify risks and adapt project plans to ensure success
- Determine required project reporting and set up reports in Microsoft Project
- Update and analyze project progress in Microsoft Project
- Assess project performance and identify improvement areas

Program Length   3 to 4 days   **Pre-work** 1-2 hours-preparatory work.

Audience   Project managers, team members, managers of project managers, project consultants, and project clients or stakeholders. Typically not suited administrators or support staff who do not make decisions on projects.

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Workshop Design Philosophy

This workshop includes topics that need to be understood to effectively work or direct work in a project environment. The delivery of this workshop is interactive and participants are engaged in many discussions throughout the workshop. Re-enforcing activities and multi-media keep the atmosphere lively.

Because participants work on personal projects during the three days, learning is dramatically enhanced and the valuable time often spent on classroom topics is spent on their own projects. When they leave the workshop the ball is already rolling.

Included with the workshops is Process Bridge™ add-in for Microsoft Project and PTauto™ (Project Tools Automated) that includes dozens of project management Microsoft Word forms, PowerPoint presentations and other files.

PMI Knowledge Areas and Processes Discussed

Project Integration	Project Scope	Project Time
Project Cost	Project Quality	Project Human Resource
Project Communications	Project Risk	

The workshop is consistent with the Project Management Body of Knowledge (PMBOK). The glossary and the definition of terms are from PMBOK. This a good course for those who are planning to apply for the Project Management Professional (PMP) certification from the Project Management Institute. See www.pmi.org *for more information on PMBOK, PMP, and PMI.*

Customization

This workshop can be customized. We have successfully presented this workshop as-is to many different organizations. Remember that the usual customization rates apply.

Participant Quotes

"The Project Management course taught with Microsoft Project customized with Bridge Software and the Schedule Tracking Tool have provided our company with valuable tools that are used weekly to report progress against plan" - Manager Engineering Training, Lockheed Martin Aeronautical

"The Bridge Software included in the course makes simplicity out of Microsoft's complex tools" - Systems Analyst, Piedmont Hospital

"Clearly one of the best courses I have taken" - Construction Manager, St. Johns River Water Management District

"It provided a framework for me to define my assigned project. Great instructor! Relevant material, something I can start using tomorrow." USNA