



PM Crash Course™

Course Description

Every year, thousands of people are thrust into projects or project management roles at their companies. In fact, many project managers are assigned to or even placed in charge of high-profile projects, potentially worth millions of dollars to their organizations—with no tools, no direction, and little structured training. If you've recently been propelled into a project management role at your company, RMC can help!

This 1-day course in real-world project management is perfect for people who are looking to get projects back on track, find easy-to-use tools that can make an immediate impact, or too busy to learn the fundamentals of project management. If you feel like you're winging it, running out of time or losing control, you need this one day of training to start managing your projects the RIGHT way!

Course Objectives

Upon the completion of this course, students will be able to:

- Define and Describe the Project Initiating Process
- Define and Describe the Project Planning Process
- Define and Describe the Project Executing and Controlling Processes
- Define and Describe the Project Closing Process
- Identify and Use Techniques for the Following:
 - Figuring Out What To Do While the Project Work Is Being Done
 - Finding Out How Your Project Is Going
 - Controlling the Project Once It Is in Motion
 - Managing the Execution of the Project

Course Outline

Introduction

- The Key Concepts Necessary to Prevent Project Failure

Starting Your Project on the Right Foot

- Preventing Problems BEFORE You Start
- Finalizing What Is Asked of You
- Ensuring You Have Agreement on Project Scope

Organizing Your Project to Prevent Problems

- Learning the Steps in the Planning Process
- Finalizing Project Objectives
- Getting and Keeping Resources
- Breaking Projects Down into Manageable Pieces
- Preventing Scope Creep
- Acquiring Reliable Estimates
- Proving How Long the Project Will Take
- Preventing the #1 Problem on Projects
- Focusing on Problem Prevention Instead of Reaction
- Coming Up with a Realistic Plan
- Finalizing How You Will Manage the Project
- Developing the Final Management Plan and Getting It Approved
- Making Sure Everyone is on the Same Page

Getting the Work Done

- Staying Focused and Not Wasting Time
- The Top Actions People Miss
- Tips for Hosting Great Meetings
- Forms That Can Save You Tons of Time

Duration & Units:

1 Day, 8 PDUs/Contact Hours

Level of Knowledge



Beginner Intermediate Advanced

Audience:

This course is designed for people with little or no formal project management training. If you are familiar with the International Standards for project management or are considering becoming certified in the next six months, please review the details of our 3-day Project Management Tricks of the Trade® course.

Course Benefits:

- Identify project stakeholders
- Learn to develop a charter, scope statement and WBS
- Define and Describe project planning process from initiating, executing and controlling and closing

Course at-a-Glance:

- 1 Day, 8 PDUs/Contact Hours
- 8 am to 5 pm

Other Recommended Courses:

- Consider becoming PMP® certified
- Creating a Winning Work Breakdown Structure
- Tricks of the Trade® for Risk Management

continued...

Connect with RMC:





Course Outline *(continued)*

Getting the Work Done ...*continued*

- Reports... Do You REALLY Need Them More Than Once per Month?
- The Secret Art of Asking Questions to Learn What is REALLY Going On
- Measuring Performance-Know How Your Project is Really Doing
- Using Rewards and Team Building to Retain Cooperation (Advanced Techniques)
- Updating Plans to Ensure the Project Stays on Track
- Why Percent Complete Doesn't Tell You Anything

Proving Your Success

- Confirming the Work is Done to Requirements
- Gaining Formal Sign-off from the Sponsor
- Issuing Your Final Report
- Releasing Your Resources
- Proving-and Celebrating-Your Success!

Conclusion-Other Important Issues

- Handling Unrealistic Schedules
- Gaining Support from Your Boss
- Boosting Your Knowledge of Risk Management
- Defining Roles and Responsibilities
- Eliminating Status Meetings
- Proving Your Worth as a Project Manager

Course Materials

Students will receive the following materials with the course attendance:

- *PM Crash Course™* Workbook
- *PM Crash Course™* Book

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How Your People
Work?



Consider RMC Fellow's Certificate™ Program. Our program provides a cross-disciplinary understanding of Project Management, Business Analysis and Agile. Our approach ignites personal and professional growth by helping individuals to better understand these converging disciplines and apply broadened skills and knowledge to all types of projects.

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