

Series: *PM Certification Program*

## PM101: Project Management Fundamentals and Best Practices

This course, delivered by Data Analysis & Results, Inc. (DA&R) experienced consultants and trainers, gives you a proven set of core techniques, methods, and tips to plan, execute, measure, report, and close your projects. Executives and other leaders clearly need fast, accurate, and efficient project results. No one has time for thick project and program methodologies that bog down both your people and those you and your staff serves. Applying best practices from traditional, agile, and real-world projects using readily available productivity tools can reduce your project costs over 25%. Your people need techniques to reduce their repetitive conversations and status processes that do little to provide senior managers with actionable data and recommendations. The St. Edward's University Professional Education Center *Agile & Integrated Project Management*<sup>™</sup> Certificate will enable you and your people to manage more and higher complexity projects with less time, effort, and conflict.

### Description:

This *A&IPM*<sup>™</sup> fundamentals course guides professionals and teams who need to participate in, manage, or lead projects or operations using flexible, tailorable methods addressing what matters: RESULTS. The program empowers and educates through multiple learning channels including direct team-based project exercises, best practices discussion, tailoring processes to fit every situation, lecture, graphics, provided and tailored templates, and frequent presentations complete with multiple feedback channels.

Each real-world, tailored exercise is designed to bring participants from any field through at least one full project life cycle. Reducing the forms, processes, and other low-value activities allow practitioners to focus on actionable efforts leading to immediate improved people and process performance. Experiencing effective discussion to quick consensus and planning for risk and variance outcomes enable fast and low conflict adjustments to your processes and priorities.

The course addresses one of the biggest challenges leaders face: motivating others to perform processes they are unfamiliar with. This focus fosters higher levels of accountability. Every attendee brings back real-world, proven templates and processes to apply immediately on the job.

Program instructors are DA&R practicing project, program, and operational consultants and senior managers with years of project experience spanning many industries. The program uses The Guide to the Project Management Body of Knowledge (PMBOK®), The Guide to the Business Analysis Body of Knowledge (BABOK®), the CMMI® (Capability Maturity Model® Integration), and other industry standards and fundamentals to bring participant experience to a new level of tailored best practices.

**Logistics – Instructor-Led, On-Site Duration 2 days. 4.8 Continuing Education Units (CEU); 48 Professional Development Units (PDU); 48 formal training hours.**

This instructor-led course is delivered as a two-day course.



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## Topics:

- Project Management lifecycle tailoring
- 4 “Hard Questions” to ask early
- Estimates that stick and make sense
- Building a realistic schedule
- Negotiating with sponsors and teams
- Reducing project documentation
- Scope and Requirements Management
- Managing change including processes
- Priority setting and consensus
- *Agile & Integrated Project Management*
- (A&IPM) concepts and how to apply them for maximum results
- Risk, Contingency, and Mitigations
- How to gain and keep commitment
- Budgets and procurement
- Why, how, and when to tailor processes
- Setting default corrective actions
- Integrating project Risk, Quality, Performance, and Status communications
- Proactive issue management

## Who Should Attend

This course is designed for anyone who needs information about and a grounding in project management. Professionals, project teams, technical and other subject matter experts, team leads, project leads, project and program managers, executives, operations managers, business analysts, staff, and those who wish to dramatically improve their project results and deepen their ability to deliver value through projects and operations. This is the most popular course for entire project teams to attend –we can work on *your project with your processes* in class!

## Why You Should Attend - Best Practices Methodology

DA&R's project management training is for those who participate in or lead any type of project. Operations people also find value in the organizational, process, and personal skills they build in the course. Our Public Sector, Fortune 500, and Nonprofit customers have adopted our Best Practices as their standard for project management.

## Mentor Instructors

DA&R senior consultants teach every course, ensuring that attendees get personal attention and a wealth of experience. DA&R affiliated consultants actively participate in the IIBA, PMI, IEEE, and other professional organization standards work. We stand ready to tailor, customize, coach, mentor, and consult with you on your Project Management, Business Analysis, Requirements, and related professional endeavors.

## Improved Retention Means Adoption

DA&R courses are designed to be engaging, participatory, and to help develop behavior changes that lead directly to performance improvement. Attendees take back with them best practice and tailored templates, processes, and contacts for further development.



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