American Management Association's
AMA's Comprehensive Project Management Workshop

Learning Objectives

- Recognize, Apply, and Align Your Project Management Approach with the Fundamental Concepts of Project Management in the *PMBOK® Guide and The Standard for Project Management*
- Connect the System for Value Delivery, Project Management Principles, Project Performance Domains, and Project Management Processes in a Practical and Usable Way
- Build the Key Deliverables and Structure to Get Your Project Started Effectively and Efficiently
- Develop a Comprehensive and Appropriate Project Management Plan as a Blueprint to Effective Project Execution
- Implement the Project Management Plan By Managing, Coordinating, and Collaborating with the Project Team and Key Project Stakeholders
- Monitor and Control Project Work to Meet Well-Defined Performance Objectives and Success Criteria
- Develop and Implement a Plan to Close the Project and Transition Ongoing Product Support to Operations

Foundation and the Standard for Project Management

- Summarize the Organization of the PMBOK® Guide
- Understand the Purpose of the Standard for Project Management
- Differentiate Key Terms and Concepts
- Define the Key Components in a System for Value Delivery
- Distinguish the 12 Project Management Principles
- Understand PMI's Talent Triangle

A Guide to the Project Management Body of Knowledge

- Identify the Project Management Process Groups
- Define the Project Management Performance Domains
- Demonstrate Usage of the PMBOK® Guide as a Reference for Your Projects

Getting Projects Started

- Describe Pre-Project Activities
- Develop the Project Charter
- Identify and Analyze Key Project Stakeholders

Developing the Project Management Plan: Scope, Schedule, Resources, Communications, and Stakeholders

- Distinguish Between and Know When to Take a Predictive, Adaptive, or Hybrid Approach to the Project
- Develop the Key Elements of the Project Management Plan
- Collect and Define Stakeholder Requirements
- Define and Detail the Project Scope Baseline
- Develop the Project Schedule Baseline
- Identify the Project Team Members and Their Skills/Roles/Responsibilities
- Plan Stakeholder Communications

Developing the Project Management Plan: Cost, Quality, Risk, Procurement, and Obtaining Project Management Plan Approval

- Create the Project Budget and Cost Performance Baseline
- Establish a Sound Project Quality Management Plan
- Determine How to Approach and Conduct Project Risk Management Activities
- Analyze the Procurement Requirements for the Project
- Obtain Approval for the Completed Project Management Plan

Managing Project Execution

- Construct an Effective Project Kick-Off Meeting
- Prioritize and Manage Project Work to Achieve Project Objectives
- Implement Approve Change Requests
- Manage the Project Team While Work Is Being Completed
- Identify Qualified External Sellers While Work Is Being Performed
- Communicate Information Effectively During Project Execution
- Differentiate Between Predictive and Adaptive Methods

Monitoring and Controlling Project Work

- Monitor and Control the Triple Constraint: Scope, Schedule, and Budget
- Compare Actual Project Performance Against the Project Management Plan
- Forecast Future Project Performance and Trend Analysis
- Manage Project Changes as Work Is Being Done
- Identify, Track, and Monitor Project Issues and Risks
- Report Project Status and Progress Measurements
- Monitor Stakeholder Relationships

Closing the Project

- Close the Project
- Identify How to Close a Project
- Summarize How to Document Formal Acceptance of the Final Project Outcome
- Explain How to Close Out the Project Contracts
- Create and Distribute the Final Project and Lessons Learned Reports
- Recognize the Project Records to Archive and Retain