

# Workshop Outlines

Course Name	<b>Project Planning Workshop</b>
Conducted By	Techno Management
Duration:	5 Days
Preparations	Classroom with projector, whiteboard and flipchart. MS Project and MS project Server will be used, if available
Audience	Project Managers applying planning techniques by going through project life cycle simulation
Pre-Requisites	<ul style="list-style-type: none"><li>• General Project Management Experience</li><li>• Project Management Essentials or Advanced Project management</li><li>• MS Project Professional</li></ul>
General Notes	Fully hands on workshop. Slides are only used to track the workshop subjects.

## **Project Planning Workshop**

### **Workshop Description**

This workshop will put together all Project Management activities that are required to plan and execute a project. This workshop will apply a standard methodology that is based on the best practices and standards that are set by the Project Management Institute (PMI). Many, ready to be used, forms and templates will be used during this workshop.

Through a case study, or a project proposed by the customer, students will go through all the project life cycle activities by discussing how each step is carried out, fill the corresponding forms and identify the problems and challenges.

Microsoft project and Microsoft project server will be used, if available to complement the application of tools.

### **Benefits**

By the end of this workshop, student will have the following:

1. Practiced how projects are planned, controlled and executed
2. Learned how to use the different PM forms
3. Learned how to apply MS Project in managing projects
4. Planned a project, if they use a live one of their organization's
5. Have a sample draft methodology, that they can customize to their own organization

### **Deliverables**

1. Workshop materials
2. Workshop session
3. Attendants' evaluation response.

### **Duration**

1. Five Days
2. Full day courses duration is from 9 am to 4 pm with one hour lunch break and two 15 minutes coffee breaks.

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#### **1- Project Initiation**

- Identify the Project
- Determine the value and initial Priority
- Review Project for Approval
- Issue Project Charter
- Form Project Steering Committee

- Produce the Project Baseline
- Develop the Risk Management Plan
- Develop Communication Management Plan
- Develop Quality Management Plan
- Develop Change Control Plan

#### **2- Project Planning**

- Prepare For Project Planning
- Create the project binder
- Form the planning team
- Conduct the planning workshop
- Procure the Project Components
- Issue Request for Proposal
- Evaluate Vendors
- Award the Contract
- Plan Project Scope
- Produce project scope statement
- Produce the user requirements
- Create the Work Breakdown Structure
- Define Project Activities
- Identify the Required Resource
- Develop the Project Schedule

#### **3- Project Execution and Control**

- Acquire and Develop Project Team
- Distribute Project Information
- Manage Project Performance
- Control Project Scope
- Control Schedule and Cost Variances
- Control Risks
- Control Vendors
- Control Project Quality
- Obtain the User Sign-Off

#### **4- Project Close Out**

- Close the Project
- Conduct the Post-Mortem Meeting
- Close the Contract

### Used Forms and Tools:

• Business Case Form	• Project Activity and Resources List Template	• Change Request Log
• Project Charter	• Assumptions list form	• Earned Value Report
• Staff Request Form	• Risk List Form	• Test Report
• Team Roster Form	• Risk analysis form	• Client Sign Off Report
• Responsibility Matrix	• Status Report	• Transition Report
• Requirements Checklist	• Quality Management Plan	• Lessons Learned Template
• Planning workshop deliverables and milestones	• Communication Plan	• Client Satisfaction Report
• Scope Statement Template	• Minutes of Meeting	• Vendor Sign Off Report
• Evaluation Report Template	• Change Control Plan	• Team Member Performance Appraisal
• Work Breakdown Structure Template	• Change Control Form	