



Project Integration Management

COURSE DESCRIPTION

This three-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Students will use discussion, cases, and group activities to facilitate the course.

OBJECTIVES

- Define the six step project management process; understand the project's life cycle
- Identify the triple constraints of every project; define the project drivers
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project, and possible scheduling issues
- Formulate a work breakdown structure (WBS)
- Track multiple projects, evaluate a real time line
- Evaluate why time calculations are wrong
- Define the critical path; evaluate its strengths and weaknesses
- Explore how to handle delays, discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Identify seven things which must be communicated in every project
- Evaluate the results of poor communication
- Analyze signs of poor updates
- Describe ways to communicate bad news
- Classify how to manage the project through influence rather than power
- Summarize danger signals to watch
- Assess how to crash a project
- Conduct a postmortem
- Examine the integration process and integration skills needed by the project manager
- Define the three major processes in project integration
- Detail the integration process as it has to do with project plan development, project plan execution and project change control

TARGET AUDIENCE

Project Managers

Class Dates/Cost/Location

CLASS DATES

June 11 – 13, 2012

PDU's¹

19.5

COST

\$285 per participant*

TIME

8:30 a.m.-4:30 p.m.

LOCATION

Topeka

¹ The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).

*2.5% administrative fee included

Course Registration

- The registration form can be found at: <http://www.da.ks.gov/kito/PMMSchedule.htm> . The form can be filled in online and emailed to kito@da.ks.gov or fax to (785) 296-1168, Attn: EPMO.

Cancellation Policy

Cancellations up to twenty (20) business days prior to the class date – 100% refund

Cancellations less than twenty (20) business days prior to the class date – no refund

PM Information can be found at: <http://da.ks.gov/kito>