



## Project Review & Recovery

### Course Overview

The consequences of failed projects can be grim. Lost business, lost jobs, and lost opportunity. To put it in perspective, consider this: In just a 12-month period, organizations that average closing \$65 million worth of projects will see \$30 million of those projects at risk of failing, according to findings from the Center for Business Practices. That means that nearly half of an organization's projects are at risk at any given time, no matter the size of the organization. With so much at stake, early detection and action is key to avoiding the substantial losses associated with troubled projects and project failures.

### Key Outcomes

Upon completion of this course, participants will be able to:

- » Use tools that make an immediate impact on project planning and executing
- » Apply advanced team building techniques
- » Apply the planning techniques to provide clear goals and objectives to completing current projects on schedule
- » Apply key concepts necessary to prevent project failure
- » Get your projects back on track using Project Management techniques, tricks, and tips

### Course Outline

#### Project Management Concepts

- » Develop a project management plan
- » Set up a realistic schedule by breaking the project down into manageable pieces
- » Develop a Work Breakdown Structure (WBS) and acquire realistic estimates

#### Project Planning Techniques

- » Develop a project schedule
- » Prove how long a project will take to complete

#### Tools for Project Planning and Executing

- » Utilize a set of tools to ensure you have agreement on project scope
- » Maintain your project schedule
- » Prevent scope creep using the triple constraints

#### At-a-Glance:

**Course Length:**

3 Days

**Course Number & Level:**

434.PRR3 – Mastery

**Professional Development Units**

(PDUs): 21

**Continuing Education Units (CEUs):**

2.1

**PMBOK® Guide Knowledge Areas****Covered:**

- » Project Risk Management
- » Project Quality Management
- » Project Communications Management

**Tracks:**

Project Manager

### **Back on Track**

- » Get your projects back on track, utilizing real-world Project Management techniques, tricks, and tips
- » Keep your focus on problem prevention instead of reaction

### **Preventing Project Failure**

- » Complete a comprehensive Project Plan, including scheduling, scope, resources, staffing, communication, risk, quality, and change management ready for management approval
- » Maintain the approved Project Plan
- » Measure performance to know how your project is really doing
- » Confirm the work being done meets project requirements
- » Gain formal sign-off from the project sponsor

### **Team Building Techniques**

- » Use rewards and team building to retain cooperation