

# PM 101 – 2-Day Boot Camp

## Project Management Training Agenda

### Day 1 – Tuesday, May 21, 2019

Time	Topic Focus	Estimated Time
8:30 – 9:15	Introduction & Project Management Icebreaker <ul style="list-style-type: none"> <li>• Intro and Team Setup (10 minutes)</li> <li>• Icebreaker with the team (20 minutes)</li> <li>• Review results (15 minutes)</li> </ul>	45 minutes
9:00 – 9:45	Introduction to Project Management & Definitions	45 minutes
9:45 – 9:55	Break	10 minutes
9:55 – 11:30	Introduction – (Continued) <ul style="list-style-type: none"> <li>• Project Life Cycle (Just Enough to Know What Should be Completed &amp; When)</li> <li>• Group Exercise – Project Life Cycle (10 minutes)</li> <li>• Break (5 minutes)</li> <li>• Review the group exercise</li> </ul>	95 minutes
11:30 – 11:45	Integration Management/Governance – Process Review	15 minutes
11:45 – 12:30	Lunch	45 minutes
12:30 – 1:35	Scope Definition & Management <ul style="list-style-type: none"> <li>• Introduction to Scope</li> <li>• Group Exercise – Defining Scope (15 minutes)</li> <li>• Scoping Tools               <ul style="list-style-type: none"> <li>▪ Work Breakdown Structure</li> <li>▪ Gantt Charts</li> <li>▪ Resource &amp; Cost Estimating</li> <li>▪ Resource &amp; Cost Estimating Group Exercise (15 minutes)</li> <li>▪ Work Breakdown Structure Group Exercise (15 minutes)</li> </ul> </li> </ul>	65 minutes
1:35 – 1:50	Break	15 minutes
1:50 – 2:05	Time Management	15 minutes

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### Day 1 – Tuesday, May 21, 2019 (Continued)

Time	Topic Focus	Estimated Time
2:00 – 4:00	Project Management Plan/Tools & Templates <ul style="list-style-type: none"> <li>• Project Charter               <ul style="list-style-type: none"> <li>▪ Group Exercise (10 minutes)</li> </ul> </li> <li>• Stakeholder Listing/Contact Listing</li> <li>• High-level Timeline with Milestones               <ul style="list-style-type: none"> <li>▪ Group Exercise (10 minutes)</li> </ul> </li> <li>• Risk Register</li> <li>• Kickoff Agenda</li> <li>• Communication Management/Plan</li> <li>• Team Creating &amp; Defining Roles</li> <li>• Responsibility Matrix</li> <li>• Work Breakdown Structure               <ul style="list-style-type: none"> <li>▪ Group Exercise (10 minutes)</li> </ul> </li> <li>• Defining Success Metrics               <ul style="list-style-type: none"> <li>▪ Group Exercise (10 minutes)</li> </ul> </li> <li>• Gantt Chart/Task List</li> <li>• Team Meeting Agendas</li> <li>• Status Updates</li> <li>• Issues Log</li> <li>• Storing Project Files</li> <li>• Resource Estimating</li> </ul>	2 hours
4:00 – 4:15	Break	15 minutes
4:15 – 4:30	Communications Management & Stakeholder Management	15 minutes
4:30 – 4:45	Project/Program Management Plan	15 minutes

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## Project Management Training Agenda

### Day 2 – Wednesday, May 22, 2019

Time	Topic Focus	Estimated Time
8:30 – 8:40	Running an Effective Meeting	10 minutes
8:40 – 9:10	Project Cost Management <ul style="list-style-type: none"> <li>• Project Cost Estimating</li> <li>• Earned Value Management</li> <li>• Forecasting</li> </ul>	30 minutes
9:10 – 9:20	Quality & Risk Management	10 minutes
9:20 – 9:30	Human Resource Management	10 minutes
9:30 – 9:35	Procurement Management	5 minutes
9:35 – 9:45	Break	10 minutes
9:45 – 11:45	Team Exercise – Completing Documents for your own project <ol style="list-style-type: none"> <li>1. Create a project management plan using all tools.</li> <li>2. Create the Charter.</li> <li>3. Create the Kickoff Agenda items.</li> <li>4. Create the Stakeholder Register.</li> <li>5. Create the High-level Timeline.</li> <li>6. Create the Risk Register.</li> <li>7. Create the Communication Management Plan.</li> <li>8. Define the Team and the Roles.</li> <li>9. Define Sub-teams/Workgroups.</li> <li>10. Define Success Metrics.</li> <li>11. Create the WBS.</li> <li>12. Define the team meeting agenda items.</li> <li>13. Create the status update document.</li> <li>14. Create the issues log.</li> <li>15. Combine all into a Project Management Plan.</li> <li>16. Gantt Charts.</li> <li>17. Program Status Documents.</li> <li>18. Risk Review/Risk Management.</li> <li>19. Success Metrics Review.</li> <li>20. Program/Portfolio Project Status Listing.</li> <li>21. Estimate to Completion.</li> </ol>	2 hours
11:45 – 12:30	Lunch	30 minutes

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## Project Management Training Agenda

### Day 2 – Wednesday, May 22, 2019 (Continued)

Time	Topic Focus	Estimated Time
12:30 – 1:15	Lean Tenets and Principles	45 minutes
1:15 – 1:45	A3 Thinking	30 minutes
1:45 – 1:55	Break	10 minutes
1:55 – 3:15	Standard Work and Mistake Proofing	1 hours 20 minutes
3:15 – 3:25	Break	10 minutes
3:25 – 3:55	Lean 5S Methodology	30 minutes
3:55 – 4:10	Bringing Lean and Project Management Together	15 minutes
4:10 – 4:50	Creating a distributed PMO (If Time Permits)	40 minutes
4:50 – 5:00	Feedback Survey & Questions & Answers	10 minutes