

# Project Management Essentials

WCP

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## What our clients say about this course...

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*"Without a doubt the best course I have attended...very informative, exceptionally well- organized, presenter was a blast!"*

– Lori Clarke,  
Department of Health

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*"Excellent!!! Presentation of topics was great! The course is a great asset to the new and old (experienced) Project Manager."*

– Robert D'Ambrosio, Bell Canada

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*"Skills instantly applicable; can take away and use immediately in the work environment... made the course enjoyable... extremely informative and applicable."*

– Karen Haffey, AT&T Canada

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*"Did a great job of covering all basic elements of project management. Reinforced/ re-iterated all important points. Excellent use of real life examples to illustrate both the principles and practical utility of the techniques presented!"*

– Randy Lavoie, Primus  
Telecommunications Inc.

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*"This is our most popular course, it is particularly suited for 'jump-starting' an entire project team about to embark on a medium to large-scale project."*

– Procept Associates Ltd.  
(2008 course catalogue)

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*Project Management Essentials* (PME) is our flagship course. Originally developed about 14 years ago, PME is very likely the longest continuously offered, fundamental-level 3-day project management course in Canada. Although it has undergone changes over the years, this course has consistently remained one of the most popular project management courses available — recognized as such not only by our clients — but also by the organizations that have offered this course to their clients over the years in partnership with WCP.

While other courses of similar scope are available, what sets Project Management Essentials apart from the rest is the integration of a realistic project simulation. The simulation runs throughout the course and challenges participants with the same kinds of twists and turns that real projects inevitably throw at them.

Included as part of the course materials is a course reference book — approximately 50 pages of notes that parallel the key messages contained in the course. Also included are sample project management templates, provided in both hard-copy and electronic format. These materials assist participants in the transition from applying project management concepts in the classroom to applying them in the "real world".

By the time participants complete the course, they appreciate the value and flexibility of a project management methodology. Even more, they exit the course with the confidence to begin applying project management tools to their own projects.

It is seeing this kind of response from participants that has prompted companies to recognize the value of this course and choose it as the must-have project management course for their project managers, project team members, and account managers.

Please see the following pages for the full course description.

# Project Management Essentials

WCP

This 3-day course provides project managers and project team members with essential tools needed to deliver successful projects. The course covers the complete project lifecycle –from project initiation and definition, through project implementation, and finally to the often neglected project completion phase. With hundreds of in-house client deliveries and hundreds of public sessions (delivered in association with Universities and Colleges across Canada), the Project Management Essentials course is firmly established as one of the most popular fundamental project management courses available.

## Who Should Attend

- Project Managers — both new to project management and experience project managers who have not had formal project management training
- Project team members
- Account managers
- Anyone wishing to be more competitive in today's job market

When delivered in-house, Project Management Essentials is very effective in “jump-starting” a team embarking on a medium to large-scale project.

## Materials

- Course binder containing presentation slides, course reference book, case study, exercises and sample solutions
- Sample project management templates (e.g., project charters, communication plans, etc.) — provided in both hard-copy within the course binder and electronically on the reference CD
- Reference CD containing course specific and general project management reference materials
- Framed certificate of completion

## Learning Objectives

Participants of this course will be able to...

- Identify and avoid common causes of project failure
- Identify options for structuring a project team, and use learned criteria to select the best option for a given project
- Recognize common areas of project misunderstanding and how to avoid them. Examples: project purpose, key deliverables, risk tolerance, stakeholder roles, etc...
- Identify key areas of project risk, assess their impact and identify options for avoiding or mitigating the impact of risk
- Use work breakdown structures to identify the true scope of work. Break down a new or complex project into discrete, manageable activities complete with measurable deliverables.
- Model the flow and timing of a project during the planning stages, and test different “what-if” scenarios to both optimize and ensure that a project is “doable” before starting
- Reduce unnecessary project delays by identifying “critical path activities” and undertaking high priority tasks first
- Represent non-project activities, project unknowns and project uncertainties in a visible and justifiable way
- Assess project resource requirements, recognize resource assumptions, and evaluate resource conflicts and potential solutions

- Develop an accurate project budget
- Reduce the tendency for a project's scope to creep
- Improve overall project communication between stakeholders
- Create and maintain a productive project team environment
- Accurately compare the current project status to the original plan to identify potential problems and make proactive decisions
- Properly close out a project, and avoid the “project that never dies” syndrome

## Prerequisites

There are no prerequisites for this course.

## Course Outline

### DAY 1

#### Introduction

- Understanding project management
- The project life cycle

#### Project Initiation

- Establishing project priorities
- Identifying project stakeholders and their roles
- Developing a Project Charter
- Approval to proceed

#### Project Organization

- Options for organizing project teams
- How to be successful in a Matrix organization
- Wrap up day-1

### DAY 2

#### Project Definition

- Recap of day-1
- Develop scope management plan
- Develop risk management plan
- Develop communications and reporting plan
- Develop Work Breakdown Structure
- Managing to ensure project quality
- Estimating project cost
- Estimating task duration and resources requirements
- Dealing with responsibility vs. authority
- Wrap up day-2

### DAY 3

#### Project Definition (continued)

- Recap of day-2
- Develop critical path schedule
- Allowing for contingency
- Solving resources problems
- Setting a project baseline

#### Project Implementation/Execution

- The role of key project stakeholders
- Managing the team
- Obtaining an accurate project status
- Project status reporting

#### Project completion

- Things to do as a project reaches completion
- Post Project Review
- Wrap-up and course evaluation

## Additional information

- Available in both English and French
- Can be customized — e.g., to incorporate client project management templates
- Participants qualify for 21 Professional Development Units (PDUs).
- This course is offered in-house and publicly in association with the following organizations:
  - [University of Toronto's Professional Development Centre](#)
  - [University of Waterloo's Continuing Education Department](#)
 (Note: at UW, the course name is *PM Applied Tools and Techniques*)

## For more information contact

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