

Professional in Project Management (PPM)™

Course Outline



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What Modules are covered?

Module 1 – Project Management Fundamentals

- 1) Defining a project and project management
- 2) How projects can benefit you and your organization
- 3) Project life cycles
- 4) Selling your own project ideas
- 5) Role & skills of the project manager
- 6) Creating a vision
- 7) Setting project goals
- 8) Project planning worksheets
- 9) The statement of work

Module 2 – Project Management Training

- 1) What a project is
- 2) Project management basics
- 3) How projects can help you
- 4) A project's life cycle
- 5) Selling and preparing a project
- 6) The role of a project manager
- 7) Project goals
- 8) Laying out a project
- 9) Project risks and contingency planning
- 10) The work breakdown structure
- 11) Planning tools and budgets
- 12) Teamwork and development
- 13) Communication
- 14) Closing out a project
- 15) Team meetings
- 16) Project presentations

Module 3 – Intermediate Project Management

- 1) What really needs to be done?
- 2) Scheduling your project
- 3) The Work Breakdown Structure and other planning tools
- 4) Budgeting
- 5) Project risks
- 6) Schedule and budget compression
- 7) Change control process
- 8) Closing out a project

Module 4 – Effective Planning & Scheduling

- 1) Projects and schedules
- 2) The Work Breakdown Structure (WBS)
- 3) Estimating activity durations
- 4) Identifying task dependencies
- 5) Aligning resources with activities
- 6) Project planning
- 7) Scheduling software
- 8) Uncertainty and risk management
- 9) Communication
- 10) Creating a viable schedule
- 11) Updating and monitoring the schedule

Module 5 – Advanced Project Management

- 1) Choosing the Project Team
- 2) Scheduling Your Project
- 3) Building a Winning Team
- 4) Team meetings
- 5) Nine Easy Ways to Reward Your Team
- 6) Developing a Communication Plan
- 7) Communicating with Sponsors and Executives
- 8) Dealing with Problem Team Members

Module 6 – Team Building

- 1) Types of teams
- 2) The TORI model
- 3) The Team Player Survey
- 4) Organizations Today
- 5) The Stages of Team Development
- 6) Communication Skills
- 7) Shared Leadership
- 8) DeBono's Thinking Hats9)
- 10) Managing Team Conflict
- 11) The Trust/Relationship Model
- 12) Obtaining Consensus
- 13) Team-Shaping Factors
- 14) Team Problem-Solving
- 15) SWOT Analysis

Module 7 – Building Better Teams

- 1) Defining teams
- 2) Establishing team norms
- 3) Working as a team
- 4) Your team player type
- 5) Building team trust
- 6) The stages of team development
- 7) Team building with TORI
- 8) Communication
- 9) Becoming a good team player

Module 8 – Risk Management

- 1) Understanding risk
- 2) Risk management activities
- 3) Assessing risk
- 4) Responding to risks
- 5) Resourcing controls
- 6) 1Reaction planning
- 7) Reporting and monitoring
- 8) Communication
- 9) Reviewing and evaluating the framework

Module 9 – Crisis Management

- 1) What is crisis management?
- 2) Training leaders and staff
- 3) Conducting the crisis audit
- 4) Performing a risk level analysis
- 5) Developing a response process
- 6) Consulting with the experts
- 7) Incident management techniques
- 8) Working through the issues
- 9) Establishing an emergency operations center
- 10) Building business continuity and recovery
- 11) Recovering and moving on
- 12) Plenty of case studies and practice opportunities

Module 10 – Time Management

- 1) The Power of a Change
- 2) Changing Our Perspective
- 3) Setting Goals
- 4) Planning Tips and Tricks
- 5) Setting a Routine
- 6) Doing it Right

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Module 11 – Leadership Skills

- 1) Managing your time and energy
- 2) What makes a good leader?
- 3) Communication as a leadership tool
- 4) The commitment curve
- 5) Employee development models
- 6) Dealing with conflict and difficult issues
- 7) What successful leaders do

Module 12 – Self-Leadership

- 1) What is self-leadership?
- 2) Knowing who you are
- 3) Change management
- 4) Knowing what you do
- 5) Motivation for optimists
- 6) Using what you know

Module 13 – Communication Strategies

- 1) Creating positive relationships
- 2) Growing our self-awareness
- 3) Communication basics and barriers
- 4) Asking questions and listening skills
- 5) Body language
- 6) Communication styles
- 7) Creating a positive self-image
- 8) Frame of reference
- 9) Techniques for the workplace
- 10) Assertiveness

Module 14 – Knowledge Management

- 1) Definitions of knowledge management
- 2) The business case for knowledge management
- 3) The knowledge management mix
- 4) The knowledge management framework
- 5) Knowledge management models
- 6) The knowledge management toolkit
- 7) Implementing knowledge management initiatives
- 8) Designing a chief knowledge officer position
- 9) Case studies and success stories