



## Leadership and Management Development Series The Exceptional Project Manager

### Summary

HPL's **The Exceptional Project Manager** Training Workshop gives your project managers and project team members a sound and thorough understanding of what it means to be an effective project manager, and it teaches them how to successfully initiate, plan, execute, control and close both small and large projects.

### Who Should Attend

Project leaders, project managers and project professionals/project team members.

### Workshop Objectives

This workshop provides opportunities for your project managers and project leaders to discuss their project management experiences and share information with each other. As they proceed through the program, they learn and apply new project management skills to insure that all projects are completed on time and within the approved budget. This workshop will help your project managers learn how to master five major project management phases.

HPL also provides MS Project Training and PMI Exam Prep Training.

### Structure

This two-day or three-day workshop is divided into five training modules covering the five major phases for effective project management:

**Module 1: Initiating the Project:** The first training module teaches project managers how to initiate or start a new project by broadly defining the scope of the project, writing project "charters" to define the project for others in the organization, and having the organization formally recognize and approve the project charter. This phase helps to ensure that the project is aligned with the organization's current strategy and goals; the project scope is realistic; a project manager is officially assigned; the "right" decision-makers approve the project; and the project receives the proper commitment from the organization so as to proceed to the next phase.

**Module 2: Planning the Project:** The second training module teaches the workshop participants how to develop a detailed plan for executing and controlling the project. The planning phase can be quite extensive if the project will be complex and/or expensive. Most project management plans include some, if not all, of the following elements: *Scope*: to control the scope of the project; *Requirements*: to clarify the project's required specifications; *Schedule*: to monitor and control the amount of time needed; *Cost*: to evaluate, monitor, and report costs against budget; *Quality*: to assure quality control; *Human Resources*: to assign and manage the team members; *Communications*: to know who, when and how to communicate; *Risk*: to identify, evaluate and respond to project risks; *Procurement Management*: to obtain the needed products & services; and *Integration*: to properly manage information, issues and changes within the project.

**Module 3: Executing the Project:** This module teaches project managers new skills for carrying out the project work that has been planned and previously approved.

**Module 4: Controlling the Project:** The fourth training module teaches project managers how to monitor performance and results, identify and make adjustments to variances from the plan, and control project changes.



High Performance Learning

*On-Demand Performance Improvement*

**Module 5: Closing the Project:** The final module teaches project managers how to document their completed project, finalize their project closeout report, evaluate the work of the project team members, and document “lessons learned” for future project teams.

HPL also offers a two-day **MS Project** Workshop and a two-day PMI Exam Prep Workshop.