



Customized Project Seminars

Select from These Course Components

Advanced reading assignment

Advanced reading assignments give your participants a head start on the content we'll cover in your seminar. Working with your seminar instructor, you can select appropriate reading assignments from the 14 project management books authored by our staff as well as the hundreds of articles they have written.

Project case study

Giving seminar attendees the opportunity to practice the techniques covered in the course significantly improves the impact of the training on your project results. We strongly recommend that your course include these opportunities to practice what they learn. There are three options for in-class case studies:

1. We can write a customized case based on short phone interviews with your project managers and review of some of your projects
2. You can work with your instructor to select from our inventory of 250 case studies
3. Your people can each bring a project they are currently working on and use that as their practice case study.

Course content modules

Work with your seminar instructor to select the course module most appropriate for your people and aimed at the specific results you want from your seminar. In the list below we have identified the most popular modules with a brief description of the elements in each module.

Basic Methodology

1. Broadbrush Project Plan

- define the project scope as a measured business result
- decompose the scope into a network of measured achievements (metrics)
- use the project charter to avoid scope creep

2. Work Breakdown Structure

- decompose deliverables into a work breakdown structure
- build a backbone of measured results (metrics)

3. Dynamic Project Schedule in MS® Project

- create a work package for each assignment
- sequence the tasks to finish as early as possible
- optimize the schedule with the critical path tool

4. Craft Clear Assignments for the Project Team

- craft clear assignments for your project team and contractors





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- motivate your team for high performance

5. Track Results

- spot problems early with baseline comparison
- solve problems and report to the sponsor
- close the project to make the next one easier

Advanced Methodology

1. Strategic Echelons with Multiple Stakeholders

- identify decision-makers and their requirements
- plot business outcomes & performance pressures from strategic to feature echelons

2. Stakeholder Identification and Management

- unearth stakeholder hot buttons
- design accountability and formulate engagement plan
- manage stakeholder issues & tracking process

3. Work Breakdown Structure

- tailor assignments to match capacity & skills
- apply waterfall, events-driven, RAD and spiral decomposition techniques

4. Estimating & Work Packages

- analyze the risk of overruns with PERT
- make estimates with 60% confidence techniques
- use order of magnitude techniques
- control contracts and sub-contractors

5. Risk Management

- identify risks
- use qualitative and quantitative risk analysis
- plan risk responses and contingencies

6. Trade-Offs and Optimization for Decision Makers

- Fine-tune the project schedule & resources
- Model quantified alternatives for scope, duration and budget

7. Track Results in MS® Project

- spot problems with earned value analysis
- Create rolling estimates
- model solution alternatives



Seminar Fees and Costs

Our fees are based on the number of days in the seminar not the degree of customization. Our fees for a two-day seminar delivered at your site are \$14,000 plus travel and lodging expenses. For a three-day seminar our fees are \$21,000 plus



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travel and lodging expenses. Those fees include all learning materials including textbooks for up to 20 participants.