AjarAble

PROJECT MANAGEMENT
INTERMEDIATE
CLZK-PMI

Duration: 2 days; Instructor-led | Virtual Instructor-led

OVERVIEW

In this two-day Intermediate Project Management course, you'll delve into actionable strategies focused on executing successful projects. Explore firsthand how the application of advanced project management skills significantly influences project outcomes, ensuring successful project delivery. This course emphasizes practical application, providing in-depth insights into implementing project management theories, methodologies, tools, and techniques crucial for effectively initiating, planning, executing, and closing projects. Acquire practical expertise aligned with industry-standard Project Management Practices, empowering you to excel in executing projects at a professional level.

OBJECTIVES

Upon completing the workshop, participant will be able to:

- Grasp diverse project management methodologies such as waterfall, lean, Kanban, and agile.
- Internalize the core values of the Agile Manifesto and assess their impact on project management.
- Evaluate and select suitable methodologies considering various influencing factors.
- Apply Scrumban methodology, understanding its advantages and managing backlog effectively.
- Analyze and utilize Scrum artifacts (Velocity, Burndown Charts) to optimize team productivity.
- Utilize Agile Project Management Software proficiently for planning and execution purposes.
- Understand project governance principles and roles within the Project Steering Committee (PSC).
- Present risk management insights compellingly using storytelling techniques in project reporting.
- Engage stakeholders effectively in risk discussions and decision-making processes.

PREREQUISITES

- Completed Project Management Essentials.

AUDIENCE

- This training course is necessary for all who are involved in the project either as a project manager, team lead or key project team members.

21ST CENTURY ACTIVE LEARNING APPROACH

- (Physical or Online Classroom) All programmes are customisable and designed using the 21st Century Learning Skills (Critical Thinking, Creative Thinking, Communication and Collaboration) in the Active Learning approach and facilitated

using storytelling and coaching (ICF Core Competencies) method. All participants will define, explore, discuss, experience (activity-based), reflect, and decide what is valuable and meaningful. This virtue learning classroom is made possible using the Zoom (www.zoom.us), Mentimeter (www.mentimeter.com) and Microsoft Teams (Microsoft Teams) platforms. Zoom's main features including live video, audio and screen sharing allowing the regular classroom interaction between the trainer and all participants. The learning will be fun and active by combining both Zoom additional features and Mentimeter's functions in the online classroom activities. The activities including Word-Cloud, non-verbal chat (individual or group), breakout room to split the participants into smaller discussion groups, virtual whiteboard, votes and polls, questions and answers, pop-up survey quizzes and the interactive activities. Microsoft Teams provides collaboration opportunity among participants with the trainer to deliver a better learning result either on or off classroom. We also adopt health, safety, and security best practices, especially throughout the online classroom, to ensure all participants' comfort. Twenty-one days after completing training, all participants will join (Optional) in a group coaching session with terms and conditions applied. The key benefit is allowing the participant to re-explore their learning in the real environment, reflect and improve their development plan with the structured coaching approach.

COURSE CONTENTS

Module 1: Overview of Project Management Methodologies

- Introduction to the various different project management methodologies such as waterfall, lean, Kanban and agile.
- In-depth Exploration of the Agile Manifesto Values
- Understanding factors Influencing Methodology Selection

Module 2: Scrumban Methodology

- Benefits and advantages of Scrumban over Pure Scrum or Kanban
- Understand the purpose and usage of the Product Backlog, Sprint Backlog as well as the roles of the Product Owner, Scrum Master, and Scrum Team Member in Sprint Planning Meeting.
- User Stories, Epics, and Backlog Management
- Apply scope creep mitigation techniques to prevent an infinite sprint cycle

Module 3:   Scrum Artifacts- Velocity and Burndown Charts

- Understanding the importance of backlog refinement and prioritization in maintaining an accurate burndown chart
- Analyzing the trends and patterns in the burndown chart to identify potential issues or deviations from the sprint plan
- Utilizing velocity as a forecasting tool to estimate the team's capacity and plan future sprints effectively
- Implementing strategies to address fluctuations in velocity and optimize team productivity

Module 4:   Agile Project Management Software

- Introduction to Leading Agile Software Tools (e.g., Jira, Trello, Asana, etc.)
- Comparison of Various Agile Software Features and Capabilities
- Setting Up Agile Boards: Kanban, Scrum, and Hybrid Boards
- Customizing Workflows and Boards to Reflect Agile Methodologies
- Sprint Planning, Execution and Tracking

Module 5:   Reflect and Review Module 1 to Module 4

Module 6:   Project Governance

- Understanding project governance principles and their role in enhancing project success
- Defining the functions, responsibilities, and authority of the Project Steering Committee (PSC)
- Learning the differences between common project roles such as a project sponsor, portfolio manager, program manager, product manager, process manager and project manager.

Module 7:   Project Reporting

- Applying storytelling techniques to present risk management insights and recommendations in a compelling and engaging manner
- Creating visually impactful project progress reports that highlight key milestones, risks, and mitigation strategies
- Incorporating risk management reporting into regular project status updates and steering committee meetings
- Engaging stakeholders in collaborative discussions to address project risks and make informed decisions

Module 8:   Project Simulator

- Managing project risks under given constraints and resources
- Decision-making techniques in project management
- Problem-solving strategies for project challenges
- Implementing risk mitigation strategies
- Evaluating alternatives and making informed decisions

Module 9:   Reflect and Review Module 6 to Module 8