



TMA Seminars
High Impact
Management Training



Master Workshop Series: Project Management One

Duration: Three Days PDU: 24



What is the point of learning project management fundamentals if they are not applied? *Project Management One* provides personnel from all backgrounds an opportunity to move up the performance curve (not just the learning curve) of project management. In *Project Management One*, your employees will gain the valuable experience of asking the right questions at the right time, and making the right move for the right reasons. Not on a seminar case study but on their current project. And they will have a document to show for it.

We teach the basics just as we teach our most advanced courses. First we introduce the principle and place it in context. Then students apply the principles to a current project, documenting the flow of work, defining scope, making estimates, identifying stakeholders, planning out a communication structure, and taking measures that align their project with sound project management. It makes for a fast-paced learning environment, and it builds lasting value.

The only *prerequisite* for a Master Workshop is that each student brings an actual project - either current or upcoming - to use as a reference. We will handle the rest, as we step through the project lifecycle and challenge students to solve problems, complete templates, ask questions, role-play, create action plans and agendas, and plan for success.

Project Management One offers fifteen modules during a three-day workshop:

1. What is a Project?
2. What is Project Management?
3. The Project Lifecycle
4. Process Versus Product
5. How Projects are Initiated
6. Quality Standards for Project Management
7. Stakeholder Management
8. Communication Planning
9. Building a Scope Statement
10. Creating a Work Breakdown Structure
11. Creating Time and Cost Estimates
12. Create a Realistic and Achievable Schedule
13. The Four Point Status Report
14. Manage Across Functional Boundaries (Internal and External)
15. The Five Accountability Questions

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