



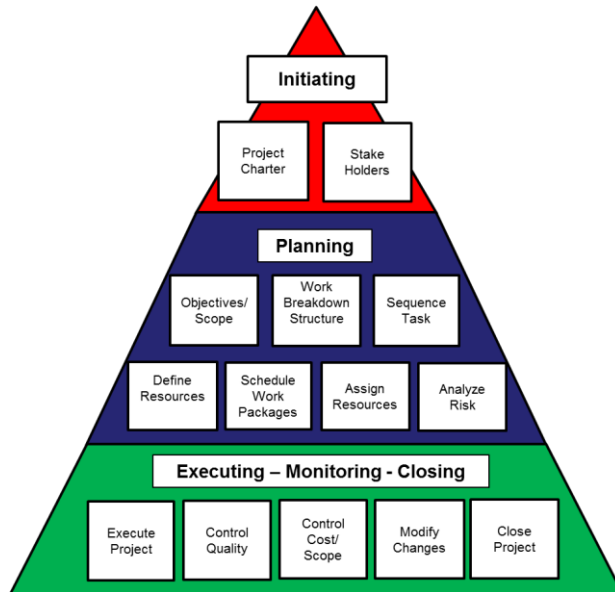
LEADERSHIP INITIATIVES

Superior Leaders Drive Superior Companies



Project Management Fundamentals (2 day) – *Essential Skills for Project Managers*

Project Management Process



Today, projects are the way work gets done. Yet many projects fail to meet their objectives, despite being funded and managed by capable people. Project failure is often caused by a lack of fundamental project management skills among business professionals.

Leadership Initiatives, LLC, Project Management Fundamentals combines the technical and people skills that are needed for effective project management. Our practical, step-by-step approach results in the successful management of projects, regardless of size or complexity. We follow the Project Management Institutes Body of Knowledge (*PMBOK® Guide*) processes to ensure a complete learning experience. Drawing on our proven experience, Leadership Initiatives Project Management provides the capabilities needed to bring projects in on-time and on-budget.

Our comprehensive method for strengthening the project management expertise in organizations consists of four distinct phases:

- 1) Preparation:** Carefully structuring the program by developing clear, visible objectives and designing the training to give the students complete but not complex skills that give them maximum results
- 2) Instruction:** Using instructors that have experience in planning and implementing projects; customizing the workshop based on client objectives; planning and delivering training.
- 3) Facilitative Learning:** Students learn best by doing the skill they taught. They are put into teams and together they develop a project that allows for maximum hands-on learning and retention.
- 4) Application:** Appropriately allowing students to use the skills taught on their own job applications, thus they will be planning a project that they will need back on the job.

NOTE - This is NOT a computer class, and no computer skills are required. There will be discussions around what some of the computer screens will look like, and how the skills can be used with computer programs. Our feedback has revealed many participants felt this class should come before a computer class, because then they have an understanding of what steps they are trying to produce when using the software.

www.leadership-initiatives.com

(*PMBOK® Guide* is a registered mark of the Project Management Institute, Inc.)

(2 day Class)

The Difference between the 2 day and the 3 day – the 2 day does not include the “People skills” that make up day three – Meetings, Communications, Performance, Delegation etc.)
This class follows Project Management Institutes steps for project excellence. (PMBOK 4th Edition)

Section 1:

- Definition of a project
- What is Project Portfolio Management
- Why you need to see the big picture

Section 2:

- Project Charter, find proper project direction
- Defining project stakeholders
- Your company project model (Stage gates, sign offs, capitol procurement, feasibility, other)

Section 3:

- Project objectives, measures and standards
- Getting approval before starting planning
- Developing a Work breakdown structure
- Understanding sub projects
- Developing work packages

Section 4:

- Sequencing task/work package order (network diagram – critical path)
- Planning resources needed (skills, materials, equipment, etc)
- Determine cost involved – get support

Section 5:

- Scheduling task/work packages (Gantt Chart)
- Scheduling all other resources
- Gaining commitment from stake holders

Section 6:

- Finding potential work package problems
- Developing a risk analysis – FMEA
- Look for additional opportunities
- Preparing for project execution

Section 7:

- Start to execute the project (Start up)
- Monitor project task outputs (Quality, time, etc)
- Modify project as issues arise
- Communicate changes
- Close the project
- Evaluate and document the project

Section 8

- How to manage Multiple projects
- Keeping stakeholders updated
- Handling project issues as they arise

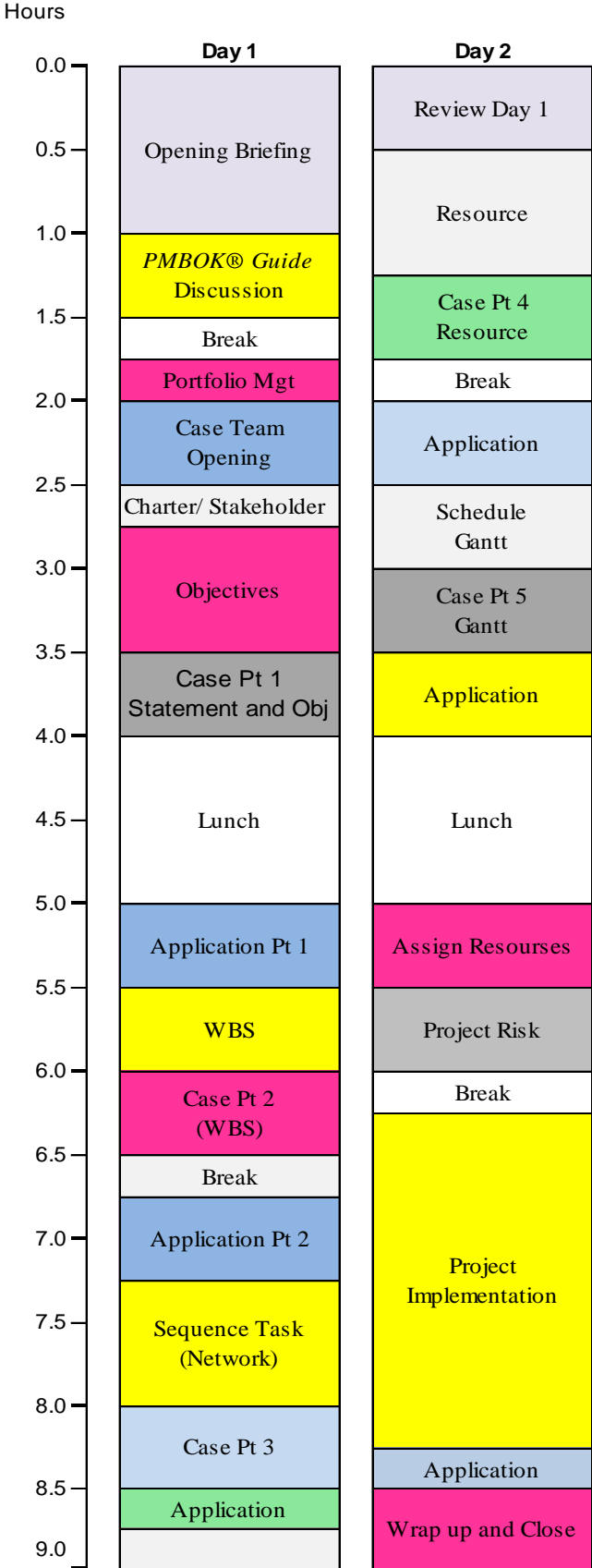
This is not a computer class, and no computer experience is necessary to complete the class. We do show some slides showing how certain steps look in MS Project so students can see how their project looks using software. We also give the worksheets to the students in an electronic form so participants can use their computer if they wish (MS Excel format).

Important Note - We ask that students bring a new or active project they are going implement to this class. Students will actually prepare a project during the class and they will return to work with a useable plan (or partial plan if large). We also send pre-work that a participant can use to prepare for the class if they wish.

Customized on-site training with multi-session discounts for companies with specific project needs.

Project Management Fundamentals - Essential Skills for Project Managers

2 Day Fundamentals Class



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Instruction:

This class is facilitated by Steven Reissig, who has many years of experience in both project managing and class facilitation. In 17 years at Honda, Steve planned and executed numerous projects that had a huge impact at both Honda and its suppliers. Steve has taught Project Management at over 50 companies, and many have asked Steve to help integrate the process into their organizations. Steve is a member of The Project Management Institute, Inc., Society of Human Resource Management, and The American Society of Training and Development.

Some of the projects Steve has managed include:

- Facilitated the project leading Honda to win the Automotive Magazines Quick Die Change contest, setting a record for changing stamping dies in 3.28 minutes.
- Sub-managed a project that helped Honda to change from one model year to another in less than 90 minutes.
- Facilitated a team that eliminated air leaks on the stamping presses so well that one of six air compressors could remain shut down – saving half a million dollars per year!
- Developed a training program that allowed the stamping department to capture every process, including quality and operational procedures, to stop information loss.
- Started Honda University and self-directed work teams.
- Managed LEAN projects at Honda and suppliers.
- At a steel building manufacturer, led a project that dropped scrap from 11.7% to 9.9%, remakes from over 200 per month to less than 3, and brought on-time delivery from 27% to over 86% in just 3 months.
- At a mining company, helped project teams develop projects that were complete and came in on time and on cost.
- Facilitated a winter outage project at a gold mine in Alaska.
- Led a project that saved a food company over a million dollars per year in maintenance cost.
- Managed the building of over 50 houses AT ONE TIME for a high speed house manufacturer.
- Supervised various project teams in both manufacturing and office environments at Honda and other related companies.

Just some of the other companies Steve has either facilitated or instilled project management processes at: Honda of America, Hydro-One, CA., Bosch, Alpine Electronics, Johnson Controls, Nissan, TVA, Exxon Mobile, NASA, Hinkle, BASF, Progress Energy, Encanna, Brunswick, Tellabs, Rio Tinto, Kennicott Mining, Buttlar Mfg, Simplot, and many others.

