

DEFINE THE WORK

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How many times have you heard about or been involved in a project that failed miserably? Or perhaps it just was not as successful as it needed to be. Did you ever spend time looking back to see what caused the project to go wrong? If you did, chances are that you will have said, "You know, we should have spent more time planning."

Most projects have deadlines, and it seems they are getting shorter and shorter. Hitting aggressive deadlines puts pressure on the project manager to start the project as soon as possible. However, before the project work begins, you need to spend time in up-front planning to make sure that the work is properly understood and agreed to. This is the time the project manager spends ensuring that the project team and the client have common perceptions of what the project is going to deliver, when it will be complete, what it will cost, who will do the work and how the work will be done.

PREREQUISITES

- None, this webinar provides a basic overview of defining the work for a project

LEARNING OBJECTIVES

At the end of this webinar, participants will be able to:

- Understand the basics of a project – what is a project, project roles
- Define the various aspects of a project
- Identify the components of a project management plan and their purposes

WHO SHOULD ATTEND

- Project managers and team members that manage and work on projects
- Managers that manage project managers and are involved in project Chartering and planning
- Clients, customers and all stakeholders that participate in defining projects

COURSE OUTLINE

- Review the fundamentals
- Define the work
- Review the project management plan

There are exercises to practice the concepts learned in the webinar class.

WEBINAR LENGTH

- Three hours (3 PDUs)

