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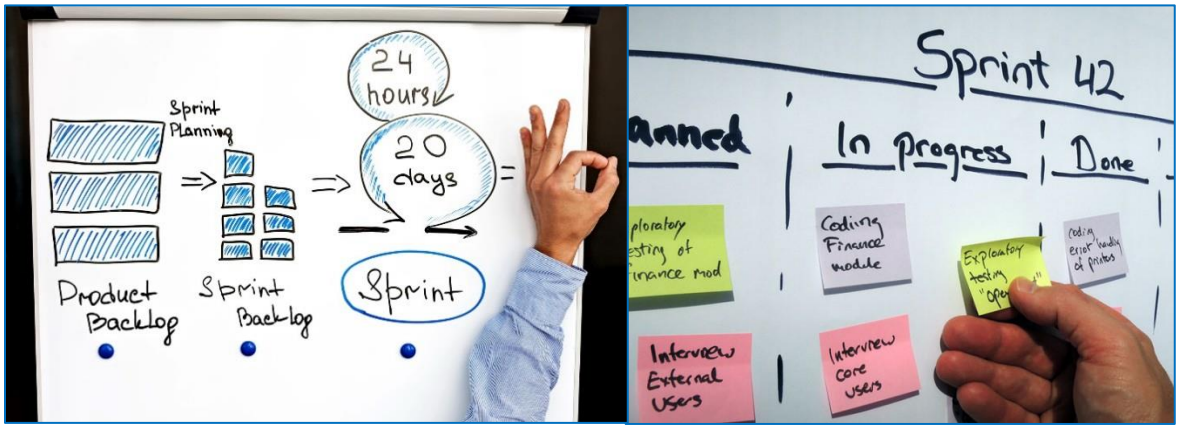

PM116:
Traditional and Agile Project Management Best Practices

Training Description:

This intensive training course provides participants with a solid foundation of PMI's project management methodology and agile project management best practices. The traditional component of this class uses the *Guide to the Project Management Body of Knowledge Sixth Edition* as the source material to create and track a realistic plan. Participants will choose a real-world project taken directly from their industry, and apply the PMI processes involved in initiating, planning, executing, monitoring, controlling and closing a project. Participants will engage in numerous discussion groups focusing on best practices, as well as complete numerous templates for their real-world projects. Participants take all electronic templates and completed exercises with them after the class.

Agile project management has become an increasingly powerful and popular manner to develop new or improved products, services, or results in a variety of fields such as software development, engineering, product development, pharmaceuticals, and process improvement. In environments with moderate uncertainty (for example, changing customer needs or unknown root cause), agile project management has been found to produce higher customer satisfaction in less time compared to more traditional, plan-driven project management methodologies. This course provides both the practice and the theory of planning and managing agile projects using methodologies such as scrum, XP (eXtreme Programming), and lean project management methodologies. It provides both the agile knowledge and skills necessary for scrum masters (coaches), product owners (customers), and team members to succeed.

Training Designed for:

This course is intended for project managers and project team leaders, as well as team members transitioning into a project manager or a project team leader role. Key customers (a.k.a. product owners) who provide substantial input into projects through the clarification of requirements should also attend this course, as they have a very substantial and daily role on agile projects and a significant input on traditional projects.

Pre requisites:
General familiarity with project management concepts will be helpful.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

The numbers of each topic (e.g. 1.1,1.2) refer to the corresponding section of the PMBOK *Guide Sixth Edition.*

DAY ONE:

- PRE-TEST
- Lesson 1: Project Management Introduction

- Project Management Introduction Overview
- Defining Projects (1.2.1)
- The Importance of Project Management (1.2.2)
- Project, Program, Portfolio and Operations Management (1.2.3)
- Key Components (1.2.4)
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents (1.2.6)
- Success Measurements

❖ Lesson 2: The Environment in Which Projects Operate

- The Environment in Which Projects Operate Overview
- Enterprise Environment Factors (2.2)
- Organizational Process Assets (2.3)
- Organizational Systems (2.4)
- Governance Frameworks (2.4.2)
- Management Elements (2.4.3)
- Organizational Structure Types (2.4.4)
- Project Management Office

❖ Lesson 3: The Role of the Project Manager

- The Role of the Project Manager Overview (3.1)
- The Project Manager's Sphere of Influence (3.3)
- Project Management Competencies (3.4)
- Leadership: Politics, Power, and Getting Things Done
- Level of Skills Capability (3.4)
- Competency Model
- Comparison of Leadership and Management (3.4.5)
- Leadership Styles (3.4.5)
- Performing Integration (3.5)
- Navigating Complexity: A Practice Guide

❖ Lesson 4: Initiating Processes

- Initiating Process Group Overview
- Develop Project Charter (4.1)
- Identify Stakeholders (13.1)

DAY TWO:

❖ Lesson 5: Planning Processes

- Planning Process Group Overview
- Section A: Management Plans
  - Develop Project Management Plan (4.2)
  - Subsidiary Management Plans
  - Plan Scope Management (5.1)
  - Plan Schedule Management (6.1)
  - Plan Cost Management (7.1)

- Plan Quality Management (8.1)
- Plan Resource Management (9.1)
- Plan Communications Management (10.1)
- Plan Risk Management (11.1)
- Plan Procurement Management (12.1)
- Plan Stakeholder Engagement (13.2)
- Change Management Plan and Configuration Management Plan (4.1)

- Section B: Scope, Schedule, and Cost Processes
  - Collect Requirements (5.2)
  - Define Scope (5.3)
  - Create WBS (5.4)
  - Define Activities (6.2)
  - Sequence Activities (6.3)
  - Estimate Activity Resources (9.2)
  - Estimate Activity Durations (6.4)
  - Develop Schedule (6.5)
  - Overview: Cost Planning Processes
  - Estimate Costs (7.2)
  - Determine Budget (7.3)
- Section C: Risk Processes
  - Identify Risks (11.2)
  - Perform Qualitative Risk Analysis (11.3)
  - Perform Quantitative Risk Analysis (11.4)
  - Plan Risk Responses (11.5)

❖ Lesson 6: Executing Processes
- Executing Processes Overview
- Direct and Manage Project Work (4.3)
- Manage Project Knowledge (4.4)
- Manage Quality (8.2)
- Acquire Resources (9.3)
- Develop Team (9.4)
- Manage Team (9.5)
- Manage Communications (10.2)
- Implement Risk Responses (11.6)
- Conduct Procurements (12.2)
- Manage Stakeholder Engagement (13.3)

❖ Lesson 7: Monitoring and Controlling Processes
- Monitoring and Controlling Processes Group Overview
- Monitor and Control Project Work (4.5)
- Perform Integrated Change Control (4.6)
- Validate Scope (5.5)
- Control Scope (5.6)
- Control Schedule (6.6)
- Control Costs (7.4)

- Control Quality (8.3)
- Control Resources (9.6)
- Monitor Communications (10.3)
- Monitor Risks (11.7)
- Control Procurements (12.3)
- Monitor Stakeholder Engagement (13.4)

DAY THREE:

❖ Lesson 8: Closing Processes
- Closing Process Group Overview
- Close project or Phase (4.7)

❖ Lesson 9: Core Agile Concepts
- Core Agile Concepts Overview
- Traditional Project Management Methodologies
- Drawbacks of Waterfall Methodologies
- Agile Approach
- Agile and Traditional Project Management
- Choice of Methodologies/Frameworks
- Importance of All Stakeholders Sharing an Agile Perspective

❖ Lesson 10: The Agile Manifesto
- The Agile Manifesto Overview
- Manifesto Contributors
- Manifesto Values
- Manifesto Principles

DAY FOUR:

❖ Lesson 11: Scrum Methodology Elements and Terminology
- Scrum Methodology Elements and Terminology Overview
- Project (Product; Release) Initiation
- Scrum Planning
- Scrum Sprint Planning and Executing

❖ Lesson 12: Project Initiation
- Project Initiation Overview
- Determine Project Justifications and Metrics
- Provide Value-Driven Delivery
- Write Project Vision Statement
- Create Project Charter
- Identify Stakeholders and Leader/Coach
- Form Project Team

❖ Lesson 13: Scrum Teams and Team Space
- Agile Teams and Team Space Overview
- Scrum Master/Coach
- Product Owner/Customer
- Team Members /Developers (XP)
- Team Space

- Physical Space Recommendations

DAY FIVE:

- ❖ Lesson 14: Scrum Planning
  - Agile Planning Overview
  - Develop Epics and Stories
  - Create Stories
  - Non-Customer Facing Stories
  - Personas and Extreme Personas
  - Story Maps
  - Estimating Stories
  - Prioritizing Stories
  - Create Product Backlog
  - Create Product Roadmap
  - Conduct Release Planning
  - Create Parking Lot
- ❖ Lesson 15: Sprints
  - Iterations/Sprints Overview
  - Velocity Determination
  - Iteration Planning Meeting
  - Iteration Planning Guidelines
  - Development
  - Testing
  - Daily Standup Meetings
  - Progress Tracking
  - Velocity Tracking
  - Monitoring and Controlling: Burndown and Burnup Charts, Cumulative Flow Diagrams, and Kanban Charts
  - Communicating Information
  - Backlog Grooming
  - Sprint Reviews
  - Closing: Sprint, Release, and Product Retrospectives
  - Closing: releasing resources, final reports, archiving documents
- ❖ Lesson 16: Other Agile Principles and Best Practices
  - XP Principles and Best Practices
  - Lean Software Development Principles and Best Practices
  - Lean-Agile Software Development Portfolio Management
  - Incorporating Scrum and Agile Practices into the Organization
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:
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