

Program Title: **Comprehensive PMO Leadership**
Program ID: #1083049
Program Cost: \$9,995
Duration: 112.5 hours

Program Description

The Comprehensive PMO Leadership program is a complete training offering for professionals wanting to round out their business experience with valuable credentials, knowledge, skills, and tools. This program includes the following:

- 1. Lean Six Sigma Green Belt class:** an 8 Day class that teaches the history of Six Sigma and Lean and teaches the tools of Lean used in the minimization of waste in business process while maximizing effectiveness and efficiency. A significant class project is undertaken to apply the tools of Lean. A Value Stream Mapping (VSM) exercise is elaborated as the class explores various topics. The class presents solutions to the instructor on the final day and the Certification Exam is administered.
- 2. Advanced Project Management Class:** an intensive 5 Day course designed to provide students with all the training necessary to pass PMI's (Project Management Institute) PMP® Exam, along with a clear understanding of how those concepts translate to the 'real world' of being a project manager. Class project will include a custom approach centering on one of many project types.
- 3. 2 Day Microsoft Project® Class:** a hands-on class that teaches students how to use Microsoft Project software to manage projects, and apply the principles that they have learned. They will learn new and refined skills in creating a project, assigning resources, linking tasks, performing earned value analysis, baselining a project plan, and adding cost information as well as generating status reports.
- 4. Laptop-** In order for the participant to be able to work as a contractor or consultant, this program includes a state of the art laptop with business software included to maximize productivity.

Who should take this program?

This course is intended for professionals who are eligible for the PMP/CAPM Exam and have the desire to learn the valuable tools taught in the three classes. It is for prospective students wanting to translate their experience to the PMI methods, to learn how to assist companies in driving toward a culture of continuous improvement, and how to develop proficiency with Microsoft Project. The laptop and software provided allow the student to contract their services immediately after gaining the certifications.

Why WGA?

WGA has distinguished itself in the market as a training provider that brings real-world experience to the classroom. WGA develops its own proprietary training materials with dedicated curriculum

developers and instructors who are also practicing consultants. All instructors of this material have at least 20 years of senior experience managing projects. They have the ability to not only teach but to coach each student as the classes progress. WGA uses quality assurance and quality control as tools of continuous improvement in the training offerings we provide.

Class 1: Lean Six Sigma Green Belt

8 Day Class Curriculum

Week 1

1. Six Sigma Overview
2. Introduction to Lean Principles
3. Lean Six Sigma Roadmap Tools

DMAIC

4. Define
 - Project Definition and Scope
 - Project Objectives
 - Project Charter
 - Current State
 - Process Mapping
 - Value Stream Mapping
5. Measure
 - Statistical methods
 - Data Collection
 - Leadership skills
 - Project Planning

Week 2

6. Analyze
 - Process Analysis
 - Graphical Data Analysis
 - Statistical Data Analysis
 - FMEA
7. Improve
 - Develop Solutions
 - Test Solutions
8. Control
 - Develop Controls
 - Statistical Process Control

- Lessons learned documentation
- Students will take the Lean Six Sigma Green Belt Exam

Class 2: Advanced Project Management Training

5 Day PMP® Class Curriculum

Day 1

1. Introduction and PMP Exam overview

Learning objectives:

- Learn about the PMI application process
- Overview the PMP Exam details
- Learn exam-taking tools and techniques
- How to enroll in the PMP Exam
- Identify exam preparation key methodologies
- Students take Baseline Assessment test

2. The Project Management Framework

Learning objectives:

- Understand definition of project and project management
- Understand the 9 project management knowledge areas
- Define process and a project life cycle
- Identify and define project stakeholders
- Specify influences of organizational structures on project management
- Highlight the skills required for a project manager
- Define the Project Manager's responsibilities
- Identify social-economic environmental influences to projects
- Define the 5 process groups of project management
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the PMP Exam

3. Project Integration Management

Learning objectives:

- Define the project manager's role as integrator
- Control "gold plating" through work authorization
- Understand the value of documenting lessons learned
- Define the elements and importance of the Project Charter
- Create a Project Management Plan
- Define the Execution of the Project Management Plan
- Know the use of baselines to monitor the progress of the project
- Define integrated change control
- Understand project closure

- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the PMP Exam

Day 2

1. Project Scope Management

Learning objectives:

- Identify project constraints
- Development of a Scope Management Plan
- Development of a Project Scope Statement
- Development of a Work Breakdown Structure (WBS)
- Implementing scope verification
- Controlling scope creep
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the PMP Exam
- Project Simulation: Case Study

2. Project Time Management

Learning objectives:

- Methods for developing a schedule
- Developing network diagrams and understanding dependencies
- Duration estimation
- Calculating the critical path(s) for the project
- Calculating total float and free float of activities
- Crashing and fast tracking a project and resource leveling
- Developing a Schedule Management Plan
- Controlling a schedule
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the PMP Exam
- Project Simulation: Case Study

Day 3

3. Project Cost Management

Learning objectives:

- Resource Planning
- Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools
- Earned value analysis
- Order of Magnitude, Budget and Definitive estimates
- Calculating Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio and Opportunity Cost
- Variable Cost, Fixed Costs, Direct Cost and Indirect Cost
- Project Life Cycle Costing
- Value Engineering
- Controlling cost

- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the PMP Exam
- Project Simulation: Case Study

4. Project Quality Management

Learning objectives:

- Responsibility for quality
 - Impacts of poor quality
 - Tools used for Quality Management Planning
 - Developing a Quality Management Plan
 - Implementing Quality Assurance
 - Quality Control through Fishbone Diagram, Pareto Diagram, and Control Chart
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam

Day 4

5. Project Human Resources Management

Learning objectives:

- Roles and responsibilities for Project Manager, Team Members, Project Sponsor and Senior Management
 - Organizational planning
 - Staff acquisition
 - Developing a responsibility chart
 - Team building
 - Leadership skills
 - Human resource constraints
 - Conflict management and resolution
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam
 - Team Building Class Exercise

6. Project Communication Management

Learning objectives:

- Developing a communications plan
 - Communication methods
 - Communication blockers
 - Performance reporting
 - Administrative closure
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam

Day 5

7. Project Risk Management

Learning objectives:

- Developing a Risk Management Plan
 - Techniques for identifying and categorizing risks
 - Qualitative and Quantitative risk analysis
 - Using a decision tree
 - Developing risk response strategies and plan
 - Risk monitoring and control
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam
 - Project Simulation: Case Study

8. Project Procurement Management

Learning objectives:

- Procurement planning
 - Advantages and disadvantages of contract type selection
 - Solicitation planning and execution
 - Source selection
 - Contract negotiation and administration
 - Contract change control and close-out
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam

9. Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

10. PMI's Code of Ethics and Professional Conduct for Project Management Professionals

Learning objective:

- Thorough understanding PMI's expectations of conduct
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the PMP Exam

11. Students take Verification Assessment Test

12. Graduation/Certificate of Completion

Follow-on Assistance

- 1. Students receive Assessment test scores and personalized study recommendations.**
- 2. Instructors are available via e-mail for questions/clarification/coaching until they take the PMP® exam.**

Class 3: Managing Project Using Microsoft Project

2 Day Microsoft Project Class Curriculum

Day 1

Learning objectives:

- Project Management Overview
 - Understand Charts, Network Diagrams, Critical Path and Resource Management
 - Creating and using views and calendars
 - Creating and managing tasks lists
 - Linking and Constraining Tasks
- Students will be using MS Project to complete exercises throughout the day, gaining a 'hands on' understanding of the concepts covered

Day 2

Learning objectives:

- Planning and assigning resources
 - Baselining the schedule
 - Viewing, and revising the baseline
 - Setting multiple baselines
 - Updating and tracking a project
 - Understanding, using and managing filters
 - Understanding, using and managing tables
 - Understanding, using and managing views
 - Creating views and reports
- Students will learn through hand-on experience how to manage key elements of a project