

Program Title: **Complex Project Management**
Program ID: #1107416
Program Cost: \$14,995
Duration: 131.5 hours

Program Description

The Complex Project Management 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. **Agile/Scrum Certification class:** a 2 Day hands-on class that teaches students what the Agile Project Management Methodology does and is as well as Scrum tactics including sprint planning, daily stand-up meetings and the skills required of a Certified Scrum Master. This is one of the certifications in high demand as we enter 2016.
5. **Overview of Microsoft Project Server 2013-** ½ Day class gives an overview of the most powerful Enterprise Project Management tool in the market today.
6. **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 four classes. This combination of powerful credentials and courses allows students to educate prospective employers on the most powerful Project Management methodologies in the market (PMI methods and Agile

methods) and how to combine those with Lean efforts in driving to a culture of continuous improvement. Being able to use Microsoft Project to manage critical initiatives sets students apart from the competition. 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: Advanced Project Management Training

5 Day PMP/CAPM® Class Curriculum

Day 1

1. Introduction and PMP/CAPM Exam overview

Learning objectives:

- Learn about the PMI application process
 - Overview the PMP/CAPM Exam details
 - Learn exam-taking tools and techniques
 - How to enroll in the PMP/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM 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/CAPM® exam.

Class 2: 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
 - Baseline 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

Class 3: 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 4: Agile/Scrum Certification

2 Day Class Curriculum

Day 1

- Introduction to Agile Scrum
- Team building activity
- Team building activity review
- Scrum Team Roles
- Team Formation
- Understanding Vision
- Part 1 of Sprint Cycle activity
- Ideal User Story creation
- Backlog Grooming
- Part 2 of Sprint Cycle activity
- Release Planning

Day 2

- Sprint Planning
- Part 3 of Sprint Cycle activity
- Scrum Day to Day operations
- Part 4 of Sprint Cycle activity
- Part 5 of Sprint Cycle activity (Review)
- Retrospectives – making them productive
- Part 6 of Sprint Cycle Activity
- Tools
- Reporting/Velocity
- Goals and Milestones
- Scalability
- Q & A
- Course retrospective
- Practice test

Class 5: Overview of Project Server 2013

½ Day Class Curriculum

- Introduction to Project Server 2013
- Architecture
 - On Premise

- Project Online (Cloud-based)
- The components
 - SharePoint Enterprise
 - Project Professional 2013
 - PWA
- Standard Workflow
 - Annual Planning/Portfolio Management- (Senior Management)
 - Developing Project schedules and publishing-(PM)
 - Receiving task assignments, performing work, updating tasks (Team Member)
 - Approving updates (PM)
 - Reports, Dashboards, Views

Additional Services included:

WGA Templates

WGA has created and elaborated a set of Project Management Templates over the past 13 years that can provide the basis for the establishment of a PMO. It has process flows for everything from creating a project charter all the way to creating lessons learned. There are templates for all project artifacts that may be altered based on the needs of any organization.

Coaching or Placement assistance

12 hours of a Senior Consultant's time will be spent coaching individuals in setting up PMO's or starting Project Management initiatives to improve the performance of projects in an organization.

If a participant is in transition, the 12 hours will be allocated to finding the right next career. This includes resume assistance and coaching for interviews.