

PM Academy

PM Academy is an interactive project management workshop prepared on the basis of PMI® (Project Management Institute) global standards. The program consists of four 2-day trainings, during which we combine theory with practical examples of using the techniques learned. Training includes cascading project management, with additional information on agile and hybrid methods.

Participants explore the most important elements of knowledge for an effective project manager and learn how to apply them in practice. They learn examples from real projects and participate in exercises where they use the learned tools and polish their skills.

Trainings Included in the PM Academy

- Module I – Managing Projects in Organizations
- Module II – Scope, Schedule & Cost Management
- Module III – Risk, Quality & Procurement Management
- Module IV – Resource, Communication & Stakeholder Management

Duration: 8 days = 64 h **64** PDU's

4 modules: 2 days 8 hours each

Level: intermediate

Form: lecture, group exercises, case studies

Certificate: PMI®ATP

Benefits of participating in PM Academy

- Improve competence in cohesive, mature project management and increase efficiency in project implementation
- Preparation to apply learned knowledge in independently managed projects
- Understand the processes and dependencies affecting the course of a project, develop skills in planning, task delegation, and progress monitoring
- Improve soft skills necessary for fostering positive relationships with the project team and stakeholders
- Participate in group exercises that allow you to apply learned methods in practice and exchange the experience with the instructor and the group



Module 1: Managing Projects in Organizations

Training objectives:

- Introduction to PMI®'s project management best practices
- Presentation of project management roles and responsibilities
- A practical guide through an entire project management lifecycle
- Application of tools & techniques in realistic project simulation

PMI Talent Triangle



Training scope

- Introduction to project management
- Most common terms related to project management (PMI®)
- Projects in contemporary organizations
- Project, programs, portfolios, strategy
- Project management roles and responsibilities
- Characteristics of an effective project manager
- Project stakeholders
- Project management lifecycle
- Project initiation
- Project charter
- Project management team
- Project goals
- Stakeholder register
- Kick-off meeting
- Project management plan
- Scope planning
- Requirements gathering
- WBS
- Schedule development
- Network diagram
- Task duration estimations
- Critical path
- Cost planning
- Cost estimations
- S-curve
- Resources management
- Risk management planning
- Project execution
- Basic applications of AI in project management
- Project team building
- Resource coordination
- Stakeholders' relations management
- Change management
- Project monitoring & control
- Project reporting
- Introduction to earned value analysis
- Project close out
- Closing a project with its client
- Sponsor summary
- Lessons learned
- Closing a project with the team



PM Experts, Inc.
650 California St, Floor 7
San Francisco, CA 94108, USA



Module II – Scope, Schedule & Cost Management

Training objectives:

- Preparation for effective identification and approval of project requirements
- Practicing the process of creating a work breakdown structure (WBS)
- Exercising duration and cost estimation techniques – schedule & budget development
- Presentation of baseline control techniques – Earned Value Management
- Simulation of scope, schedule and cost management technique application

PMI Talent Triangle



Training scope

- Team project planning
- Project management plan
- Definition and approval of project requirements
- Preparation for requirements gathering process
- Project scope planning based on stakeholder requirements
- Scope definition
- Development of a work breakdown structure (WBS)
- WBS dictionary
- Work package
- Deliverables
- Defining activities and tasks in a project based on WBS
- Tasks dependencies
- Network diagram analysis
- Duration estimating techniques
- Critical path analysis
- Project milestones
- Creating a project schedule
- Schedule analysis
- Shortening project duration techniques
- Time reserves analysis
- Project cost categories
- Cost estimating techniques based on WBS
- Project budgeting
- Cost reserves analysis
- Project baselines
- Project performance monitoring
- Earned Value Analysis
- Schedule and cost variances
- Project forecasting based on current performance
- Replanning based on project performance



PM Experts, Inc.
650 California St, Floor 7
San Francisco, CA 94108, USA



Module III – Risk, Quality & Procurement Management

Training objectives:

- Presentation and application of entire project risk management process
- Introduction to project quality management tools & techniques
- Preparation for building & sustaining productive relations with subcontractors
- Application of discussed tools & techniques in a project case study

PMI Talent Triangle



Training scope

- Project assumptions and uncertainties
- Threats and opportunities
- Project risk management process
- Risk identification techniques
- Qualitative risk analysis
- Risks prioritization
- Quantitative risk analysis
- Impact of risk exposure on project reserves
- Risk response strategies
- Risk monitoring and control
- Review of popular management quality approaches
- Quality in a project
- Project management quality
- High quality project manager
- Project results quality based on requirements
- Quality management planning
- Quality assurance
- Quality control
- Quality improvement
- Organization project management maturity
- Make or buy scope analysis
- Project procurement planning
- Contract types
- Supplier selection process
- Project negotiations
- Contract administration
- Calculations and settlements at the contract closure phase
- Closing the contract
- Procurement lessons learned

Module IV – Resource, Communication & Stakeholder Management

Training objectives:

- Preparation for effective project team building and development
- Presentation of project team motivational techniques
- Understanding project communication value and challenges
- Creating common understanding of stakeholder management impact on project success

PMI Talent Triangle



Training scope

- Project manager as a leader
- Project manager position in different types of organizations
- Project management team and project team
- Definition of roles and responsibilities – RACI
- Team members selection
- Team value and potential
- Team development dynamics
- Distributed teams and their challenges
- Leadership and management styles
- Adapting the management style to team maturity
- Effective delegating and control
- Team motivation
- Communication models
- Communication channels
- Means and techniques of project communication
- Communication traps and challenges
- Communication planning
- Project documentation as a formal communication
- Planning and organizing project meetings
- Formal reporting and project reviews
- Project manager as a project communication stimulator
- Project and “organizational politics”
- Stakeholder identification
- Stakeholder needs analysis
- Categories of stakeholders
- Stakeholder interest and impact
- Building effective relations with project stakeholders
- Strategies for influencing stakeholders
- Stakeholder dynamics
- Typical stakeholder challenges

This training is recommended for

- Practicing project managers who want to systematize knowledge and develop skills
- Beginning project managers who want to gain knowledge and practical tools
- Project team members looking to increase competencies
- Senior and middle management staff

The PM Academy offers the option to purchase either a complete package or individual modules.

Languages and locations

Training sessions are conducted in Polish or English, both online and in-class. Regardless of the chosen form, we guarantee high quality of teaching and a strong focus on practical aspects of project management. We also offer closed training, adjusting location and program to company's needs.

Delivery guarantee

Training is confirmed 14 days in advance. If the minimum number of participants is not met, the training may be postponed or canceled. Participants who paid earlier can choose a new date, a different topic, or a refund.

Scan to check terms and price



Contact us

+48 721 540 545
hello@pmexperts.com

Full training offer
www.us.pmexperts.com



PM Experts, Inc.
650 California St, Floor 7
San Francisco, CA 94108, USA

