

ADVANCED PLANNING AND CONTROL FACILITATION

COURSE DESCRIPTION

OVERVIEW

This course teaches students how to successfully facilitate the creation of project charters, work breakdown structures, network diagrams and updated project plans using proven group facilitation techniques. Detailed approaches are modeled by the instructor and then students are provided multiple opportunities to practice the skills presented using structured exercises contained in the course materials. Students receive specific, applicable feedback in each exercise. Due to the highly interactive nature of this class, class size is limited to 15 students.

AUDIENCE

The target audience for this course is students that already have a thorough understanding of basic project management techniques and are interested in learning how to successfully lead teams through the project planning and control process. This course is applicable to project team leaders as well as those that provide project management facilitation services within their organizations (e.g. Project Office personnel).

COURSE DURATION

The course consists of 24 hours of instruction taught in a three-day program, including lecture and hands-on exercises. The course includes exercises on the following topics:

- Opening Planning Sessions
- Listing Charter Elements
- Dealing with Difficult People
- Building Network Diagrams
- Putting it all Together

COURSE CONTENT

Each student is provided a notebook at the beginning of the course that is used during the program to follow the lecture material and to perform individual exercises. In addition to the course material covered, detailed agendas are provided that explain how to set up and conduct each facet of a facilitated project planning and/or control session. The detailed agendas serve as a handy reference tool for future sessions the students will lead.

PREREQUISITES

Successful completion of PMAlliance's course: Project Management; Duration-DrivenSM Planning and Control is the prerequisite for this course.



COURSE OUTLINE

COURSE INTRODUCTION

PM ALLIANCE PROJECT MANAGEMENT

APPROACH OVERVIEW

- The Planning Process
- The Control Process

SETTING THE STAGE

- Interviewing Project Sponsors
- Knowing the Process
- Preparing the Project Team
- Preparing Participants
- Preparing the Room

OPENING THE SESSION

- Preparing for On-Time Starts
- Delivering the Opening Monologue
- Creating Stage Presence
- Importance of Personal Objectives
- Reviewing the Agenda and Ground Rules

EXERCISE 1 - DELIVERING THE OPENING MONOLOGUE

MAINTAINING GROUP FOCUS

- Explaining Scene Transitions
- Giving Clear Directions
- Using the Parking Lot
- Managing Time
- Using Break-out Groups

PUBLIC DOCUMENTATION

- Ten Commandments of Facilitation
- Recording Input as it is Given
- Recording Input Clearly
- Maintaining Pace
- Ordering Speakers

EXERCISE 2 - LISTING CHARTER ELEMENTS

COLLECTING DETAIL INFORMATION

- Varying questions to clarify, challenge, or participate
- Listing
- Brainstorming
- Round-Robin
- Grouping

DEALING WITH DIFFICULT PEOPLE

- Determining the Source of Difficulty
- Types of Difficulty
- Applying Solutions

EXERCISE 3 - FACILITATING A "DIFFICULT" WBS

BUILDING NETWORKING DIAGRAMS

- Using High Level Activities to Confirm the Approach
- Task Relationships That Work
- Successful Post-it Mechanics

EXERCISE 4 - NETWORKING THE WBS

FACILITATING CONTROL SESSIONS

- Understanding Your Purpose
- Keeping Focused on the Purpose

DETAILED AGENDA REVIEW

EXERCISE 5 - PUTTING IT ALL TOGETHER