



## Project Management Tricks of the Trade®

### Course Description

Project Management Tricks of the Trade® is designed for project managers, team members, project offices and senior managers looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end. In addition, because this course teaches students how to apply International PM standards in the real world, it can be taken as additional prep for people looking to earn one of a number of Internationally-recognized project management certifications.

### Course Objectives

Upon completion of this course, students will be able to:

- Define and describe common project management terminology
- Use a step-by-step process to manage projects using fewer resources
- Apply the International Project Management Standards from the Project Management Institute, Inc. (the PMBOK® Guide) to real-world situations
- Define their role in the global project management process

### Course Outline

#### Understanding Project Management

- What Is Project Management?
- The Project Management Life Cycle

#### Project Initiating

- Tricks of the Trade® for Getting Started
- Providing the Target - the Project Charter

#### Project Planning

- Clarifying and Defining Project Objectives - the Scope Statement
- Tricks for Obtaining a Finalized Scope of Work
- Tricks for Determining What Needs To Be Done - The Work Breakdown Structure
- Determining Who Does What - Staffing the Project with Responsibility Charts
- The Role of Team Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- The Role of the Team in Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- Determining How Long It Will Take - Estimating (Overview Only)
- The Role of the Project Manager During Estimating
- Determining How Much It Will Cost - Budgeting
- Determining When Each Part Will Be Done - Scheduling
- Adjusting Time and Cost to Any Required Objectives - Crashing and Fast Tracking
- Determining Areas of Potential Problems - Risk Management
- Gaining Buy-In
- Tricks Of The Trade® For Preventing Common Project Problem

#### Project Executing and Controlling

- Meeting Goals, Objectives and Deadlines - Scope Management
- What needs to be controlled - Project Control
- Common Problems During Executing
- Rules for Effective Meetings
- What Should Be Included in a Project Report - Reporting
- Preventing Padding
- Collecting Task Status
- Percent Complete
- Tricks of the Trade® for Ensuring Performance
- Improving Cooperation and Communication
- Tricks of the Trade® for Change Management

### Duration & Units:

3 Days, 21 PDUs/Contact Hours

### Level of Knowledge



### Audience:

This course is designed for project managers, team members, project offices and senior managers looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end. In addition, because this course teaches students how to apply International PM standards in the real world, it can be taken as additional prep for people looking to earn one of a number of Internationally-recognized project management certifications.

### Course Benefits:

- Gain understanding of project management terminology
- Learn how to translate the International Standards for Project Management into real-world project management technologies and real-world applications
- Recognize how to avoid common pitfalls and mistakes in managing projects

### Course at-a-Glance:

- 3 Days, 21 PDUs/Contact Hours
- 8 am to 4 pm daily

### Other Recommended Courses:

- Business Analysis Fundamentals
- Agile Fundamentals
- 15 Attributes of the Most Successful Project Managers

continued...

Connect with RMC:





### Course Outline *(continued)*

#### Project Closing

- Finishing the Product
- Lessons Learned
- Creating Historical Records
- Gaining Final Acceptance

#### Course Materials

Students receive a copy of the following material with the course attendance

- Project Management Tricks of the Trade® Workbook
- *PM Crash Course*™ Book
- Supplemental materials that provide the exercises and case studies

\*This course counts as credit towards an RMC Fellow's Certificate™ Program designation.

*\*Want to Transform  
How Your People  
Work?*



Consider RMC Fellow's Certificate™ Program. Our program provides a cross-disciplinary understanding of Project Management, Business Analysis and Agile. Our approach ignites personal and professional growth by helping individuals to better understand these converging disciplines and apply broadened skills and knowledge to all types of projects.

#### LEARN MORE

About RMC's outcomes-based training and professional development solutions

#### VISIT

[rmcproject.com/rmcfellows](http://rmcproject.com/rmcfellows) for more information

#### INTERESTED

In RMC's Fellow's Certificate Program?  
Call Student Support at (952) 846-4484  
or email [info@rmcproject.com](mailto:info@rmcproject.com)

RMC develops and trains Project Managers, Business Analysts, and Agile Professionals by helping them learn the necessary skills to succeed in their careers.

**Register for a RMC Project Management class and start learning!**

**DISCOVER MORE  
CLASSES HERE**



**RMC Learning  
Solutions**

10953 Bren Road East  
Minnetonka, MN 55343  
[www.rmcproject.com](http://www.rmcproject.com)  
Phone: 952.846.4484