



## Program Management Fundamentals

### Course Description

Have you been asked to run an existing program and are looking for better tools and processes? Are you kicking off a new program but don't know where to start? Do you know how to organize projects to help your organization achieve its strategic objectives? This course from RMC is designed for new and existing Program Managers looking to improve their knowledge of Program Management, and ensure their chances of executing successful programs.

Using a hands-on approach, participants will explore the Program Management process from beginning to end, and examine the leadership role of the Program Manager. Students will focus on building their technical program management skills by learning which tools and techniques to use throughout the Program Management life cycle that will deliver the planned organizational benefits. The differences between the project manager and program manager roles, as well as the differences between project management and program management, will be outlined in detail—as well as how they interrelate.

### Course Objectives

At the completion of this course, students will be able to:

- Define and compare project, program and portfolio management, and explain how they interrelate
- Demonstrate proficiency of the Program Management Life Cycle, from beginning to end
- Properly utilize key Program Management terms and concepts
- Avoid common program management errors
- Recognize which Program Management tools and techniques are used to maximize benefits for the organization
- Monitor and manage project and program status as it relates to delivering strategic benefits
- Draft program goals and objectives and align them with the organization's
- Create and use a Program Mandate, Charter and Roadmap to help meet expected benefits
- Analyze whether component projects are on track to achieve the Program's expected benefits
- Increase the chances of success for all programs they manage

### Course Outline

- What are the differences between projects and programs, project management and program management, and the roles of a project manager and a program manager?
- What is the Program Management Life Cycle?
- What are strategic benefits? How do they align with Mission, Vision and Values?
- What communication strategies are required to align objectives with organizational strategy?
- What is Program Governance?
- What tools are required to effectively manage your program?
- How do you create and use a PWBS (Program Work Breakdown Structure)?
- What are Program risks and what to do about them?
- How do you manage the procurement needs of multiple projects under one program?

### Course Materials

Students will receive the following materials with the course attendance:

- Program Management Course Workbook
- Program Management Course Slides

**Duration & Units:**  
2 Days, 12 PDU

### Level of Knowledge



### Audience:

Program Managers and Project Managers who have experience on projects or programs and are interested in learning how to apply Program Management concepts to help meet the strategic goals of their organization. Business Analysts that are asked to participate on program teams to better understand how their skills as BA support the program management success.

### Education & Experience Requirements:

Experience as a Project Manager or Business Analyst is recommended as well as previous training in either of these disciplines.

### Course Benefits:

- Understand which Program Management tools and techniques to use when and why
- Identify difference between project manager and program manager roles
- Learn proper Program Management terms and concepts

### Course at-a-Glance:

- 2 Days, 12 PDUs
- 9 am to 4 pm per day

### Other Recommended Courses:

- Secrets for Dealing with Difficult Teams
- Making PM Work in Your Organization
- Improving Your Project Communication

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!**

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