



GEDDIE &
ASSOCIATES

PROJECT
MANAGEMENT
PRACTITIONER
PROGRAM

Geddie & Associates offers Project Management training courses for all levels of practitioner expertise. Whether you are new to the field, and need a strong education in the basics, or are a seasoned veteran looking to hone specific skills, we can tailor a training package to you and your organization's interests. The program presented below is our curriculum for a basic Project Management Practitioner Program. *Contact us to learn about other levels of practitioner training or to develop a tailored program for you.*

Program Units



UNIT ONE

SUCCESSFUL PRACTITIONER PROFILES AND PRACTICES

Today's project practitioner wears many hats and is often required to perform in a variety of roles. Participants will profile their personal performance characteristics, as a current measure of their abilities, compared to proven, successful project practitioner traits. This comparison will allow participants to become aware of their ability to perform at a higher level and increase their value to their organization and its bottom line performance.

What you will learn -

- Repeatable success practices, individual management styles and strategies for working in a dynamic project environment
- The ability to identify and work with multiple stakeholders on a project
- Communication, active listening and interpersonal skills
- Working together on high performance teams

UNIT TWO

PLANNING: THE FOUNDATION OF SUCCESSFUL PROJECTS

The success of your projects depends on getting the basics right: defining scope, building a realistic schedule and budgeting resources.

What you will learn -

- The key to successfully translating client requirements into the project definition and scope
- Building a Work Breakdown Structure
- Identifying relationships and dependencies
- Understanding the Critical Path Method
- Four methods of building a budget from scratch
- Improving your confidence in estimating
- The right way to kick-off each project

UNIT THREE

MANAGING: BALANCING THE DYNAMIC PROJECT ELEMENTS OF RISK AND CHANGE

Managing risk and accommodating changes to your projects start with a solid contract and require attention not only to budget and schedule, but also to your relationship with clients.

What you will learn -

- Management pitfalls associated with various project contract types
- Identifying, quantifying and dealing with risk: before and during project execution
- Building client relationships to foster communication and understanding
- Negotiating win-win solutions to project conflicts

UNIT FOUR

CONTROLLING: PRACTITIONER ACCOUNTABILITY FOR RESULTS

Effective project practitioners are skilled at knowing where their projects stand at any moment, where they are headed and when to intervene to prevent a failed project.

What you will learn -

- The importance of trend analysis in keeping your projects on track
- Techniques for monitoring and controlling your projects
- How to calculate and report Earned Value on your projects
- Secrets to improved project profitability
- Ways to properly close out your projects and gather lessons learned



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