

Working Your Plan

BALDUS CONSULTING, LLC

Getting Down to Business...



I can't manage a project successfully without a plan, right? But, once I have a plan, it all seems to unravel! How can I actually work my plan successfully? You may find yourself asking these questions because most project management training focuses only on *creating* a plan, not actually *executing* it. And good luck getting your plan back on track once it unravels!

Well, at Baldus Consulting, we won't let you go it alone! In the *Working Your Plan* workshop, you will be able to experience and practice techniques to keep your project moving smoothly through its execution. Led by a PMP-certified facilitator, you will learn tips and tricks to manage the project, the people, and the politics that so often derail good projects. Learn to use performance reporting and conversations to keep your stakeholders informed. Gain understanding of trend analysis and earned value management; determine if what analysis techniques are right for you.

And because there is no such thing as "perfect" execution, you will also be presented with project challenges to overcome that will get your mind thinking about prevention and recovery processes. You will immerse yourself in these challenges to learn how to solve them, manage them, and learn from them. Wrap it all up with a project close-out process that objectively illustrates your project's successes, analyzes your project's "opportunity" areas, and moves your organization toward greater project management maturity.

Course Outline (2-days)

- I. Intro and Groundrules
- II. Review of the Project Management Process
- III. Confirming You Have a "Plan"
 - a. Review of project plan components
 - b. Determining how robust a plan should be
 - c. Evaluating a plan for "good-to-go" status
- IV. Managing Your Team
 - a. Characteristics of an effective team
 - b. Acquiring, developing, and keeping an effective team
 - c. Signals and signs of team distress and success
 - d. Supplementing your team with contracted resources
- V. Getting The Work Accomplished
 - a. The process and finesse of delegating work
 - b. Holding people accountable to commitments
 - c. Monitoring progress with aplomb
 - d. Verifying quality results
 - e. Keeping everyone informed and onboard

VI. When Things Don't Go According to Plan

- a. Know where you should be. Know where you are
- b. Embracing your new reality
- c. The Project Manager vs. The Project Reporter
- d. Taking corrective action
- e. Deploying formal change control

VII. Are We There Yet?

- a. Closing your project
- b. Measuring your project's success
- c. Maturing the organization

VIII. Q and A/Action Planning

IX. Conclusion

Please visit us to learn more at www.baldusconsulting.com or call us at 515-988-3938.