



## Project Management Training & Workshops

A blended approach to learning project management designed to fit your organization needs and unique environment

### Advanced Project Management

#### Course Details (2 days)

This course is designed to introduce advanced concepts on project management to organizations and project managers that have implemented a project management methodology. Covers areas such as portfolio and program management and the use of project information management systems.

#### Session 1: Project Management Maturity Model (4 hours)

- Understanding the maturity levels of an organization in the use of project management mythologies, processes and practices
- Identifying your organization maturity level and the desired level for your organization
- Developing an action plan

#### Session 2: Project Portfolio Management (4 hours)

- Description of portfolio management
- Organization strategy and project portfolio
- Develop your own portfolio and criteria to track projects and risks
- Customize, implement, and institutionalize a portfolio management process that will work for your organization
- Monitoring the portfolio and tracking processes to ensure performance to key measurements

#### Session 3: Program Portfolio Management (4 hours)

- Project vs Program Management
- Integrating project under a program
- The role of the program manager
- Set up a program management office (PMO)

#### Session 4: Project Management Information System (4 hours)

- Project Document Management
- The Information Management Cycle
- Project Management Information Systems (PROMIS)
- Knowledge Management in PM

#### Session 5: Organizing for Project Management (4 hours)

- Project Governance
- Success factors for PM
- Promote organization-wide consistency of terminology and methodology
- Matrix Organization
- Establishing a Project Management Methodology

## **Session 6: The Project Management Office (PMO) (2 hours)**

- Defining the PMO, its uses and applications
- Organizing the PMO as a functional entity
- Organizing the PMO as a virtual community of practice that supports and enables project work
- Define roles and responsibilities of the PMO
- Position the PMO to enable project communication and integrate key processes among all levels of the organization
- Enable the PMO to improve project performance and retain critical project-based knowledge

# Our Training Services

## Extending the Capabilities of Project Management

PM4DEV professionals understand how you do your work. And, our satisfied customers confirm that we're uniquely positioned to help you achieve measurable success by utilizing a unified approach that combines:

- **Reliability.** PM4DEV works closely with you to ensure a successful project outcome. Our job isn't finished until we've achieved your goals.
- **Expertise.** We understand your challenges and our project management workshop services were developed by people with an extensive experience. PM4DEV professionals have the necessary knowledge and resources to guarantee your project success.
- **Methodology.** Our proven processes and methodology were developed during successful engagements allowing PM4DEV professionals to work with maximum speed to efficiency.

PM4DEV can provide flexible training and workshops tailored to the unique needs of your organization. Our training services will enable you to quickly take advantage of the many benefits of our project management expertise.

e-mail us at [training@pm4dev.com](mailto:training@pm4dev.com) for information on training and workshop services. Or schedule an interview with one of our customer representatives.