

The Project Manager Starter Pack

Everyone manages projects, but not everyone is a project manager. Standing between your ability to go from good to great are the skills and tools required to get work done.

This course pack is the perfect introduction to the fundamentals of the project management discipline.

Curated by learning experts at Strategy Execution, The Project Manager Starter Pack provides the knowledge and foundation you and your teams need to identify what needs to be built, how it needs to be built, how long it'll take, who you'll need, and how much it'll cost.

Get Started With Project Management

Courses:



- **Managing Projects.** Get practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization.
- **Eliciting and Managing Requirements.** Explore the processes around solution scope validation, collaborative elicitation, modeling the solution, documenting effective requirements, solution validation, requirements change management, and how to plan the work necessary to successfully drive the whole process.
- **Project Leadership, Management and Communications.** Gain a solid foundation in key leadership competencies such as setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating, and leading change.



How it Works

Via a subscription model, you are able to license six-month access to these three courses within Strategy Execution's innovative e-Training platform for € 1599 + IVA

If you need more time, you can renew your subscription for an additional 3 months for € 799 + IVA

To get access to your course pack subscription, contact us at solutions@strategyex.it or call (+39) 02 83847.263

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MANAGING PROJECTS

SYNOPSIS

Get a solid understanding of project management methods with this comprehensive introductory course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization.

Managing Projects gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

Covering the entire project life cycle, this course is built around best practices currently used in today's fast-paced business environment. You'll learn project management skills through case studies, hands-on exercises and practical experiences that can immediately be applied to your job. This approach yields a comprehensive project management experience, including the early stages of defining project requirements, developing work breakdown structures, project change control and closeout.

As the TwentyEighty Strategy Execution Project Management Professional Development Program's flagship course, Managing Projects opens the door to more efficient project implementation. The program's other courses provide opportunities for you to build on the knowledge you gain during this course to enhance your project management capabilities.

Your course materials include comprehensive reference material specific to each unit of the course.

Reminder: Participants taking this course should not take Managing IT Projects. These courses are redundant and will be treated as a single course toward all certificates.

LEARN

- Master fundamental project management skills, concepts and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work breakdown structures
- Set realistic, measurable objectives and ensure positive results
- Estimate project costs and schedules using simple, proven techniques
- Establish a dependable project control and monitoring system

This course uses digital materials.

TOPICS

INTRODUCTION TO PROJECT MANAGEMENT

- What are "Projects"?
- Why Project Management?
- The Project Life Cycle
- Influences on a Project
- Key Stakeholders
- Project Management Process Groups
- Project Manager Responsibilities

PROJECT INITIATION

- Understanding the Role of Senior Management
- Needs Assessment
- Project Selection
- Benefit/Cost Ratio
- Present Value and Net Present Value
- Building Smart Objectives
- Specific
- Measurable
- Agreed To
- Realistic
- Time-Constrained
- Developing Requirements
- Project Charters
- Project Requirements Document

PROJECTS CLOSEOUT

- Scope Verification and Customer Acceptance
- Administrative and Contractual Closure
- Transferring Lessons Learned to Future Project

PROJECT IMPLEMENTATION

- Baselines
- Developing the Project Team
- Organizations and Team Structures
- Managing Change
- Managing Risk
- Performance Reporting
- Reserves
- Assessing and Monitoring Project Performance
- Earned Value
- Sunk Costs

PROJECT PLANNING

- Scope Planning
- The Work Breakdown Structure
- Estimating
- Schedule Planning
- Network Diagrams — CPM
- Speeding Up the Schedule
- Project Management Planning Software
- Cost Planning
- Responsibility Matrix
- Resource Loading and Leveling
- Risk Planning
- Procurement Planning
- Communication and Quality Planning

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ELICITING AND MANAGING REQUIREMENTS

SYNOPSIS

After the scope of a solution to a business problem has been proposed and accepted, the work (typically project-based) of designing and developing that solution must commence. This course explores how the discipline of business analysis contributes to the work of a project, ensuring that the requirements of the solution being developed are fully elicited from, communicated to, and understood by all stakeholders involved. Additionally, the course discusses how business analysis in the context of a project ensures that the solution developed fulfills the intended scope as well as covers considerations for managing requirements (and changes to those requirements) throughout their effective lifecycle.

A participant does not have to be a formally titled business analyst to benefit from Eliciting and Managing Requirements. Many formal project and program managers find themselves being asked to apply business analysis to project work to ensure that what is developed actually solves the problem it was intended to. Anyone responsible for delivering specific outcomes that meet business needs or solve problems can benefit from this course.

LEARN

- Explain the critical role of business analysis with respect to requirements management
- Validate solution scope
- Use appropriate modeling techniques in requirements management work
- Plan requirements elicitation and analysis to maximize efficiency and estimate the required effort
- Determine the most appropriate techniques for eliciting requirements at different points in the analysis cycle
- Analyze various kinds of requirements into complete, coherent, and organized requirements documentation
- Build consensus in order to validate and finalize the requirements
- Manage the requirements throughout the project lifecycle

TOPICS

VALIDATING UNDERSTANDING OF THE SOLUTION SCOPE

- The origin of the scope
- Aligning strategy and project work
- Solution drivers
- AS-IS modeling
- Common scoping document
- Validating the solution scope

COLLABORATIVE ELICITATION AND ANALYSIS

- Identifying and prioritizing stakeholders for elicitation
- Elicitation techniques
- Progressive elicitation
- Diagnostic approach
- Soft skills of elicitation
- Developing requirements

MODELING THE SOLUTION

- Modeling as part of elicitation
- Standards in modeling
- AS-IS vs TO-BE modeling
- Context models
- BPMN
- UML
- Use case and activity diagrams
- Other BA models

DOCUMENTING AND COMMUNICATING GOOD REQUIREMENTS

- The requirements repository
- Guidelines for technical writing
- Prioritization
- Characteristics of effective requirements
- Analyzing requirements
- User stories
- Traceability
- Communicating requirements

VALIDATING REQUIREMENTS

- Sources of Errors
- Requirements impact on project risk
- Choosing a validation approach
- Common validation techniques
- Validating various requirements
- Managing consensus

CONTROLLING REQUIREMENTS

- Reasons for requirements change
- Requirements change management
- Change request documentation
- Impact analysis
- Traceability matrix
- Cost-benefit analysis
- Risk analysis
- The importance of stable requirements

BUSINESS ANALYSIS PLANNING

- The importance of planning
- Factors in business analysis planning
- Developing the requirements work plan

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PROJECT LEADERSHIP MANAGEMENT AND COMMUNICATIONS

SYNOPSIS

Project Leadership, Management and Communications is an interactive course designed to provide a solid foundation in key leadership competencies and to afford you the opportunity for a truly transformational leadership experience. As a participant, you will complete a self-assessment of your leadership skills, then master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating and leading change.

After you assess your skills, you'll create and refine a personal leadership vision and work on strengthening your leadership competencies as you develop your personal Leadership Development Plan. You'll learn how to empower yourself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches — and you'll gain an appreciation of the importance of a collaborative "win/win" negotiation process. You'll also gain a clear understanding of why communication is so important — regardless of how a project is organized. And you'll discover how business and personal ethics can influence your leadership style and personality, and how your individual leadership style and personality can influence the course a project will take.

Working with other professionals and an experienced instructor/facilitator in an interactive classroom environment, you'll engage in revealing case studies, lively discussion and practical exercises.

Project managers and business professionals who need to increase their leadership skills will find Project Leadership, Management and Communications to be extremely valuable as they master important skills to get the most from their most valuable project management resource — their people!

LEARN

- Lead project teams through more effective communication
- Identify motivational value systems to improve productivity and cooperation
- Recognize the role of business and personal ethics in leadership
- Define predictable change stages and identify appropriate leadership strategies for each stage
- Utilize a powerful four-stage collaborative negotiation process
- Create a Leadership Development Plan to implement when you return to work

This course uses digital materials.

TOPICS

BUILDING RELATIONSHIPS

- How Individual Differences Affect Your Ability to Lead
- Identifying Your Motivational Patterns Using the Strength Deployment Inventory (SDI®)
- How to be More Influential by Understanding Motivational Patterns
- Using an Understanding of Individual Differences to Help you Manage Conflict More Effectively

LEADERSHIP AND MANAGEMENT

- What is Leadership?
- The Difference Between Leadership and Management
- Assessing Your Leadership Competencies and Developmental Needs
- Articulate Your Leadership Vision, in Light of the Assessment, and Consider the Best Way(s) to Realize It
- Processes for Establishing Direction, Aligning People, and Motivating People to Follow Your Vision
- Identifying Different Leadership Styles
- Tasking
- Encouraging
- Steering
- Entrusting

LEADING EFFECTIVE TEAMS

- What is a Team?
- The Stages of Team Development
- Forming
- Storming
- Norming
- Performing
- Adjourning
- Leading and Maintaining Effective, Productive Teams
- Evaluating Team Progress and Coaching Team Members as Necessary

ETHICS AND LEADERSHIP

- The Definition of Ethics and the Link Between Ethics and Trust
- The Role of Ethical Behavior and Leadership
- The Difference Between Personal and Organizational Ethics
- Discuss the Effect of the Triple Constraint on Ethics

LEADING CHANGE

- Your Role in a Changing Organization
- Predictable Stages of Adjusting to Change
- Appropriate Leadership Strategies for Each Stage
- Developing a Change Management Plan

NEGOTIATING CONFLICT

- Major Sources of Conflict on Project Teams
- The Five Modes of Handling Conflict
- Forcing
- Smoothing
- Withdrawing
- Compromising
- Problem Solving
- The Difference Between Competitive Negotiation and Collaborative Negotiation
- Conflict Scenarios and Strategies for Initiating Conflict Resolution
- Power Bases Used in Typical Organizations
- How to Plan and Conduct Collaborative Negotiation

Strength Deployment Inventory is a registered trademark of Personal Strengths Publishing, Inc.

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DATI DEL PARTECIPANTE

NOME _____ COGNOME _____

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E-MAIL _____ CELL. _____

RAGIONE SOCIALE _____

INDIRIZZO DI FATTURAZIONE _____

CAP _____ CITTÀ _____ PROV. _____

PARTITA I.V.A. _____ TEL _____ FAX _____

CONSENSO ALLA PARTECIPAZIONE DA _____

TRAINING MANAGER _____

Il Servizio Clienti Vi contatterà per completare l'iscrizione e per definire le modalità di pagamento

INFORMAZIONI GENERALI

La quota d'iscrizione comprende la documentazione didattica, i pranzi e i coffee break ove segnalati nel programma. Per circostanze imprevedibili, IKN si riserva il diritto di modifica e il programma, i relatori, le modalità didattiche e/o la sede del corso. IKN si riserva altresì il diritto di cancellare l'evento nel caso di non raggiungimento del numero minimo di partecipanti, comunicando l'avvenuta cancellazione alla persona segnalata come "contatto per l'iscrizione" via email o via fax entro 5 giorni lavorativi dalla data di inizio dell'evento. In questo caso la responsabilità di IKN si intende limitata al solo rimborso delle quote di iscrizione pervenute.

MODALITÀ DI DISDETTA

L'eventuale **disdetta** di partecipazione (o richiesta di trasferimento) all'evento dovrà essere comunicata in forma scritta a IKN entro e non oltre il **6° giorno lavorativo (compreso il sabato)** precedente la data d'inizio dell'evento. Trascorso tale termine, sarà inevitabile l'addebito dell'intera quota d'iscrizione. Saremo comunque lieti di accettare un Suo collega in sostituzione purché il nominativo venga comunicato almeno un giorno prima della data dell'evento.

TUTELA DATI PERSONALI - INFORMATIVA

Si informa il Partecipante ai sensi del D.Lgs. 196/03: (1) che i propri dati personali riportati sulla scheda di iscrizione ("Dati") saranno trattati in forma automatizzata da IKN per l'adempimento di ogni onere relativo alla Sua partecipazione alla conferenza, per finalità statistiche e per l'invio di materiale promozionale di IKN. I dati raccolti potranno essere comunicati ai partner di IKN, nell'ambito delle loro attività di comunicazione promozionale; (2) il conferimento dei Dati è facoltativo: in mancanza, tuttavia, non sarà possibile dar corso al servizio. In relazione ai Dati, il Partecipante ha diritto di opporsi al trattamento sopra previsto.

TITOLARE E RESPONSABILE DEL TRATTAMENTO è IKN - Institute of Knowledge & Networking S.r.l. unipersonale, Via Morigi, 13, Milano nei cui confronti il Partecipante potrà esercitare i diritti di cui al D.Lgs. 196/03 (accesso, correzione, cancellazione, opposizione al trattamento, indicazione delle finalità del trattamento). Potrà trovare ulteriori informazioni su modalità e finalità del trattamento sul sito: www.ikn.it

La comunicazione potrà pervenire via: e-mail variazioni@ikn.it - fax 02.83.847.262 - tel. 02.83.847.634

SPECIALE ISCRIZIONI MULTIPLE

2° Iscritto	3° Iscritto	4° Iscritto
SCONTO	SCONTO	SCONTO
10%	15%	20%

È necessario l'invio di una scheda per ciascun partecipante. L'offerta non cumulabile con altre promozioni in corso.

Per informazioni:
solutions@strategyex.it
02 83847.263

FORMAZIONE FINANZIATA



IKN in qualità di organismo di formazione in possesso della Certificazione Qualità UNI EN ISO 9001:2015, è ente abilitato alla presentazione di piani formativi a Enti Istituzionali e Fondi Interprofessionali per le richieste di finanziamenti e quindi in grado di aiutare le Aziende nella gestione completa dell'iter burocratico: dalla presentazione della domanda alla rendicontazione.

Per informazioni:
formazione-finanziata@ikn.it
02 83847.624