

# Firecrackers – make things happen

*Learn the fundamentals of project management!*

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## Purpose

Learn the fundamentals to complete projects quickly, to accurately control the progress, and to consistently produce the required results.

## Narrative

This one-day workshop introduces key concepts of project management through the experience of completing projects.

## Learning Objectives

- # Use the imperatives of the project fundamentals: Result, Scope, Performance to accelerate project delivery.
- # Identify desired Results. Isolate the Criteria for Success. The customer is expecting the Results.
- # Understand the roles and responsibilities of the different project players.
- # Define Scope: What is required and what is not to produce the Results.
- # Develop a project charter merging the project with the roles.
- # Develop a Work Breakdown Structure (WBS) to define Scope.
- # Identify Performance required to accomplish each element of the Scope.
- # Plan Performance and estimate Effort and Duration to create realistic time-lines and sequence activities
- # Define resource requirements required by the WBS.
- # Identify the Risks embedded in the WBS, in the Results, in the Scope, and in the Performance.
- # Use the Project Process to control and complete projects
- # Control Performance, manage change, satisfy the customer.

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## Workshop Outline

Time	Duration	Activity	Outcome
8:00	30 minutes	Introduce workshop	Meet people at the table and learn workshop's agenda
8:30	75 minutes	Result	<p>Define the Result, the Criteria for Success, Project Mission, Mission Criteria for Success and the Control Plan to produce the Result.</p> <p>Who is your customer?</p> <p>What are they buying?</p> <p>How will they measure the success of the results?</p> <p>What now is the mission of the project?</p> <p>How will your stakeholders measure the success of your project? These may be in the form of time, cost, quality.</p> <p>Apply to Team Project.</p>
9:45	10 minutes	Break	
9:55	75 minutes	Scope	<p>Defining Scope</p> <p>The Scope determines Time, Cost, and Team. At times time, budget, and team control Scope</p> <p>Work in Scope - see work list</p> <p>Work not in Scope</p> <p>Constraints, Conditions, unique requirements</p> <p>Effort Required – look back at work list. For each activity put a crew, duration, and effort. If it is one person, duration and effort are the same.</p> <p>Budget – the effort hours generally dictate budget</p> <p>Team - you may want to do this first and then the effort.</p> <p>Sequencing of work – you now have all you need to organize the work.</p> <p>Duration and Deadline (Scope dictates Time or Time</p>

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Time	Duration	Activity	Outcome
			dictates Scope, Resources dictate Cost, Cost dictates Resources, Resources dictate Time)  Apply to Team Project
11:10	50 minutes	Work Breakdown Structure	Scope: Making a List of the Work  Apply to Team Project.
12:00	60 minutes	LUNCH	Review the Project Fundamentals
1:00	90 minutes	ProjectMAN® simulation STARTER	Experience the trauma of the project.  Define Results and identify Criteria defining success Define scope completely. Document the process. Compare this process to other projects: concept, results and criteria, scope, requirements, effort, schedule, procure, execute, evaluate, closure.
2:30	10 minutes	Break	
2:40	60 minutes	Work List to Critical Path Schedule.	Develop Work List for the Team Project
3:40	60 minutes	Precedence Diagram Method.	Precedence Diagram Network, time calculations, sticky path method, milestones, deliverables, duration versus effort.  Apply to Team Project.
4:40	20 minutes	Close for evening	Review of Learning
8:00	20 minutes	Review	Results, Scope, Performance.
8:20	75 minutes	Controlling	Strategic, Tactical, Operational, Task/Tools Project Planning  Resource procurement, equipping, enabling, deployment  Scope Creep  Internal Negotiation, Internal Contracting  Project Review  Project Learning  Closure and Celebration

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Time	Duration	Activity	Outcome
			Apply to Team Project
9:35	10 minutes	Break	
9:45	135 minutes	ProjectMAN® simulation BALANCE and assemble into a larger structure  Run BALANCE a second time	Results, Criteria, Scope, Project Charter, Project Process, WBS, Flow Charting, Milestones, Risk, Methods, Time Estimation  Methods – the essence of effort, duration, resources and cost  Work Break Down Structures – time, territory, technology, people, and Strategic, Tactical, Operation, Task/Tools  Estimating Effort
12:00	60 minutes	LUNCH	
1:00	50 minutes	Risk	Risk Assessment: Scenarios  Risk Assessment: Contingency Planning: action, reaction, counteraction  Measuring Project Progress  Monitoring progress against rulers (metrics) of time, cost, quality
1:50	10 minutes	Break	
2:00	50 minutes	Project Teams	Care and Feeding of Project Teams  Discuss Team Dynamics  Learn leadership surrounding the project process: communication, values, ethics, vision, culture, recognition, rewards. Evaluate how these impacted the simulations and how leadership affects actual projects.  Apply to Team project.
2:50	10 minutes	Break	
3:00	90 minutes	Apply Project Management Methodology to a Second Team Project	Apply this learning to a specific  Small Groups - discuss and apply topics

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Time	Duration	Activity	Outcome
4:30	30 minutes	Closure	Individuals – write commitments to specifically apply each topic to share with their peers and superiors. Share one commitment with the large group.  Certificate, Memento, Celebration, Course Evaluation