
Project Training from Synergy

Your business success depends on projects that really deliver. Make your project teams more effective by giving them practical training in the hard and soft skills they need for managing projects. Synergy's training rapidly improves the cost effectiveness and success of your projects. Instructors are experts in their fields and are experienced trainers. Synergy will customize the courses to fit your needs.

1. Project Management Foundations and Best Practices

Successful projects are critical for business success, yet too many projects fail because of poor project management. This course introduces students to the foundations of successful project management, especially in a technology environment. Students will learn key project management concepts, then immediately apply them in a hands-on team simulation.

Length: two days, including simulation

Prerequisites: no previous project management training or experience is required

2. Practical Projects for Ordinary People

Eighty-six percent of projects are late. Many cost more than twice their original budget before they are finally done. Learn how you can use simple, proven project management techniques to deliver your projects on time, on budget, and with successful outcomes.

Learn:

- Six characteristics of successful projects
- Most common and expensive project mistakes
- Tools and techniques for success in the 4 key steps of every project
- How to synchronize project management responsibilities with ongoing operational demands.

Length: ½ or 1 day versions

Prerequisites: no previous project management training or experience is required

3. Portfolio Management: Aligning Projects and Strategy

"How do I ...

... use scarce resources in the best way?

... align projects and initiatives with strategy?

... deliver more value with less investment?"

These are burning issues for many management teams today. Organizations as diverse as Intel, Hershey, and the US Government have found that portfolio management is an essential part of the answer. This class shows how it works in theory and in the real world.

Length: 1 day

Prerequisites: for managers who select and manage projects to achieve business objectives

4. Managing Multiple Projects

Success as a project manager usually leads to responsibility for multiple projects, large and integrated programs, or project portfolios whose overall performance must be maximized. This class goes beyond techniques for managing a single project. It covers both personal and organizational techniques for managing multiple projects, programs of inter-related projects, and portfolios of projects.

Length: one day

Prerequisites: experience, and some previous training in techniques for managing a single project (such as “Project Management Foundations and Best Practices”)

5. Advanced Project Management

This customized course is a managerial view of advanced project management topics at the graduate level. Options include:

- Case studies examining why real projects succeeded or failed
- Advanced management frameworks, such as Theory of Constraints, Lean Project Management, and managing projects that use an Agile development methodology
- Managing collections of related projects as a program
- Using platform management to increase design reusability and lower product line costs
- Portfolio management and other techniques to select the right projects
- Financial and resource planning, including developing business cases
- Designing an effective stage-gate system

Length: ½ day to 5 days, depending on content you select.

Prerequisites: experience as a line or project manager

6. Project Planning In-Depth

This two-day hands-on workshop focuses deeply on techniques for successfully planning medium to large projects. It includes many templates, worksheets, and real-world tips. Students apply all of the techniques to planning a team project.

Length: two days

Prerequisites: some previous experience working on project teams

7. Techniques for Project Leaders

Project management is art mixed with science. This customized course emphasizes the science part. You select from over 30 project management tools that are useful for people who lead or participate in projects. The course includes example templates and worksheets.

Length: ½ day to 2 ½ days, depending on the tools you select. Can be offered as basic and advanced courses.

Prerequisites: depends on the level of the tools you select

8. Managing Projects in Chaotic Environments

Increasingly, project and program managers must lead projects where change is constant, such as in product development, IT, and other high-tech environments. This workshop teaches leadership, resourcefulness, tools and methods crucial for leading projects to success in chaotic environments. You will learn tools and techniques needed to manage projects in environments where change is constant — and have the confidence to apply them.

Length: two days

Prerequisites: previous experience leading projects of medium to high complexity

9. Navigating the Fuzzy Front End of New Projects

The fuzzy front end of a project should be a time for innovation. This highly interactive workshop will show you how to leverage the power of a project's front end. Develop an initial idea into a solid product concept and project plan. Build a project and team that can confidently navigate the fuzzy front end to achieve a strong basis for full-scale development.

Length: 2 days

Prerequisites: bring your own ideas and projects to work on

10. Microsoft Project® Suite – Fundamentals, Managing and Tracking Schedules, Advanced

These three classes are a highly practical distillation of how to use Microsoft Project® to create and manage schedules and resource plans. They focus on successful real world business practices used by companies worldwide and will save you frustration and countless hours in setting up and managing a project schedule.

Length: ½d – 2d each

Prerequisites: Advanced class requires previous experience using Microsoft Project®