

Index to Project Management Topics

Day 1

Topic	Book, videos, and slides
Introduction to projects	<ul style="list-style-type: none"> • Book: pg. 4-10 • Poster • Slides: success statistics; spectrum of project approaches
Connecting projects to strategy	<ul style="list-style-type: none"> • Book pg. 254-256 (how to) and 309-310 (completed example) • Slides: Causal hierarchy
Defining a project	<ul style="list-style-type: none"> • Book: pg. 107-112 (chartering), 312-314 (completed example)
Stakeholder management	<ul style="list-style-type: none"> • Book: pg. 113-126, 87-95 • Slides: stakeholders
Planning – requirements and work breakdown	<ul style="list-style-type: none"> • Book: pg. 134-143 (overview of planning; deciding what work to do), 317-318 (completed example) • Video: “The Planning Fallacy” • Poster
Planning - network and milestones	<ul style="list-style-type: none"> • Book: pg. 114-147 (how to create a network diagram), pg. 318 (completed example) • Video: “Four Hour House”
Planning - estimating	<ul style="list-style-type: none"> • Book: pg. 148-151 (estimating techniques), 152-153 (Parkinson’s Law and Student Syndrome), 318 (completed example)

Day 2

Topic	Book, videos, and slides
Planning - creating a schedule	<ul style="list-style-type: none"> • Book: pg.154-160 (precedence diagramming, forward and backward passes, critical path and slack, Gantt charts), 320 (worked example) • Video: “Smartsheet”
Balancing	<ul style="list-style-type: none"> • Book: pg. 162-166 (equilibrium, rebalancing, impossible dream), 168-169 (contents of plan)
Flexibility and adaptive techniques	<ul style="list-style-type: none"> • Book: pg. 127-133 (ways to add flexibility), 172 (Shenhar and Dvir’s spider diagram), 241-249 (supplemental agile material) • Video: “Agile – an Introduction” (Mary’s Toy Shop) • Miro: Burndown and Kanban examples • Slides: “Alternative Approaches to Project Management”
Risk management	<ul style="list-style-type: none"> • Book: pg. 170 – 181, (182 – 188 supplemental intrinsic risk management) • Video: “Could You Use a Crystal Ball”
Teams	<ul style="list-style-type: none"> • Book: pg. 41 – 44 (virtual teams); (supplemental 25 – 54 “Leadership and Teams section” and 55 – 106 “Communication and Conflict section”) • Slides: “Teamwork”
Monitoring and steering	<ul style="list-style-type: none"> • Book: pg. 190 – 197, 205 – 206 (Management by Wandering Around”) • Video: “Tracking and Monitoring Tips”
Escalations and firefighting	<ul style="list-style-type: none"> • Book: pg. 211 – 213, 217
Change control	<ul style="list-style-type: none"> • Book: pg. 221, 222, 300
Closing a project	<ul style="list-style-type: none"> • Poster • Slides: “Retrospectives”