



CA-PMM Basics for Team Members

BASIC INFORMATION

Session Title: CA-PMM Basics for Team Members

Course Duration: 2 days

Audience: Individuals throughout the organization who are responsible for planning and managing their individual projects and work assignments, as well as individual contributors working on larger projects.

PDU: 14

Prerequisites: None. It is helpful if participants come prepared to work on one of their projects.

WORKSHOP DESCRIPTION

The workshop focuses on providing participants the necessary skills and techniques to answer questions as well as making and keeping realistic commitments. Participants learn to set the context of their projects in relation to the needs of their organization or the larger project they contribute to. In addition, they will develop skills needed to manage expectations and follow through to successful completion. As a result, it assists individuals in their present assignments and prepares them to manage increasingly larger and more critical projects.

GOALS

This two-day workshop is conducted using the participant's actual work assignments. Each participant leaves the workshop with a plan of action for his or her project and a working knowledge of what is required to complete the project.

OBJECTIVES

- Understand the basics of the California Project Management Methodology
- Understand and establish the context for the project
- Identify project scope and constraints
- Negotiate and communicate project trade-offs
- Develop an action plan for the project
- Set priorities between activities
- Develop techniques to prevent tasks from being overlooked

- Identify project risks and develop contingency actions
- Manage factors in the environment that may derail progress
- Assess and effectively communicate project status
- Close the assignment after successful completion