

## Entry Project Management - 4 Days

### *Course U156 Overview*

#### **You Will Learn How To**

- Plan the successful delivery of a small- to medium-sized government project
- Identify project objectives and create a goal statement
- Define project scope and build a work breakdown structure (WBS)
- Determine, sequence and schedule project activities, apply estimation techniques and assess total cost of ownership (TCO)
- Evaluate management and technical decision analysis methods and systems engineering processes
- Analyze test and evaluation (T&E) programs and implement strategies for managing risks/opportunities

#### **Course Benefits**

Successful project management of government projects requires a broad skill set. Throughout this course, you learn to define project goals, build project plans, and create a WBS to estimate task sequence, schedule tasks and allocate resources. Through a custom-built case study, you gain knowledge of total cost of ownership planning, systems engineering processes, system validation, and integrated logistics support while identifying project risks and opportunities throughout the life cycle.

#### **Who Should Attend**

Project managers and functional managers accountable for small to moderate government projects. Imperative for any acquisition professional seeking a Level I FAC-P/PM certification.

#### **Workshop Course**

Through an immersive, simulated case study, you gain practical experience developing and implementing a project management plan for small- to medium-sized projects. Activities include:

- Creating a project goal statement
- Developing a project WBS
- Performing a three-point estimation
- Sequencing project tasks and creating a project network
- Scheduling the project work and calculating the critical path
- Evaluating a TCO estimate
- Assessing a risk management plan
- Applying functional decomposition to allocate system functions
- Determining a T&E strategy

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### Course U156 Outline

#### Introducing the FAC-P/PM Program

- Clarifying the FAC-P/PM initiative
- Describing acquisition reforms
- Establishing a culture of accountability
- Identifying government and contractor equities

#### Applying Core Project Management Skills and Processes

##### Creating a project plan

- Identifying project objectives
- Writing clear goal statements
- Defining project scope

##### Building the work breakdown structure (WBS)

- Estimating task durations and resource needs
- Sequencing project tasks
- Creating the project network diagram
- Scheduling the work and calculating the critical path

#### Determining Project Total Cost of Ownership (TCO)

##### Demystifying cost estimation

- Factors that affect the TCO
- The impact of performance life cycle costs
- Explaining life cycle cost categories
- Applying estimation techniques
- Balancing cost-benefit trade-offs

##### Comparing cost-estimating techniques

- Strengths and weaknesses of cost-estimating methods
- The role of the Government Accounting Office (GAO) in cost estimating
- The GAO's 12-step cost-estimating process
- Effort vs. effect of the 12-step cost-estimating process

#### Monitoring and Controlling Project Execution

##### Defining project management metrics

- Identifying and applying useful metrics
- Tracking milestones
- Maximizing usefulness of a Gantt chart

##### Tracking defects in project work

- The value of tracking defects
- Performing change control and change request processes

- Responsibilities of a Change Control Board (CCB)

#### Analyzing project performance with earned value management (EVM)

- Applying EVM techniques to measure and track progress of your project
- Leveraging EVM tools to improve your project

#### Managing Risks and Opportunities

##### Identifying and analyzing risks/opportunities

- Evaluating project risks and opportunities
- Categorizing and assessing risks

##### Assessing impact and probability

- Prioritizing risks/opportunities
- Evaluating potential responses

##### Monitoring and controlling risks

- Mitigating and controlling risks
- Reducing risk through contingency plans

#### Applying Systems Engineering

##### Technical and management system processes

- Integrating decision analysis methods
- Identifying technical plan actions
- Allocating functions
- Managing technical data and interface issues

##### Integrating the allocation process

- Evaluating requirements development plans
- Incorporating functional analysis

#### Testing and Validating the System

##### Creating a test and evaluation plan

- Defining verification and validation steps
- Performing tests and analyses

##### Integrating modeling and simulation techniques

- Reviewing types of modeling and simulation processes
- The value of system simulation

##### Preparing for operational tests

- Testing the system
- Applying specific testing and verification tools

#### Integrating Logistics Support

- Ensuring system reliability and maintainability
- Navigating ways to measure reliability
- Evaluating maintainability of systems
- Considering commercial supply chain practices