



CURRIE
TRAINING CENTER

EFFECTIVE PROJECT MANAGEMENT©

Meeting Location:

**Currie Management Consultants, Inc.
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Day One

TIME	
8:00 am	Welcome, Introductions, Agenda, Norms
8:30 am	Overview: <i>Keys to Project Success</i>
10:00 am	1. Launching Your Project: <i>How to Start Out Right</i> <i>Identifying stakeholders and their expectations, defining deliverables, vision of project success, gauging risks, defining boundaries, establishing a project organization, setting a project charter.</i>
12:00 pm	Lunch
1:00 pm	2. Organizing and Preparing: <i>How to Build a Roadmap for Success</i> <i>Deconstructing the project scope into tasks, determining interdependencies, assigning roles, estimating cost, creating a schedule, identifying the critical path, considering ways to improve efficiencies</i>
5:00 pm	Adjourn Day One

Day Two

TIME	
8:00 am	Warm-Up: Planning Practice
8:30 am	3. Carrying Out the Work: <i>How to Implement What You've Planned</i> <i>Acquiring resources, kicking off and completing the work, maintaining relationships and the flow of information.</i>
10:00 am	3. Continued: <i>How to Stay On or Ahead of Plan</i> <i>Tracking and reviewing performance, steering, managing change.</i>
12:00 pm	Lunch
1:00 pm	4. Closing Out: <i>How to Maximize the Takeaways</i> <i>Gaining acceptance of deliverables, feedback and lessons learned, reward & recognition, demobilizing resources, archiving documents.</i>
1:45 pm	Personal Application Activity
2:30 pm	Course Wrap-Up
3:00 pm	Adjourn Day Two

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www.CurrieManagement.com