

PM FOR CTE™

Project Management for Career and Technical Education

***Project Management
Is an Everyday Life Skill***

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Hope is Not a Plan

- Plan the work. Work the plan. (Jay Wood)
- Refer to a simple template or make your own checklist.
- Use the Concise Project Management Guide
- Use the Project Management Pocket Guide Checklist and detail pages.
- Use the Guide to the Project Management Body of Knowledge, 4th Edition (PMBOK™)

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Concise Project Management Pocket Guide

PM FOR CTE

Project Management Is an Everyday Life Skill

This Pocket Guide has been designed for a wide range of users ranging from beginning project management students, to seasoned project management professionals.

We hope this Pocket Guide is useful to YOU! Additional copies may be downloaded from www.pmforscte.com.

Legend [Icon] indicates essential topics for integration into CTE curriculum other than project management, such as marketing or engineering or agriculture.

PM/CTE

Initiate Your Project

1. Define the scope.
Define the high-level scope of the project based on the business and compliance requirements, in order to meet the customer's project expectations.

2. Gain stakeholder support.
Perform key stakeholder analysis using brainstorming, interviewing, and other data-gathering techniques, in order to ensure expectation alignment and gain support for the project.

3. Develop the project charter.
Develop the project charter by further gathering and analyzing stakeholder requirements, in order to document project scope, milestones, and deliverables.

4. Develop a budget plan.
Develop a budget plan based on the project scope using estimating techniques, in order to manage project cost.

5. Develop a project schedule.
Develop a project schedule based on the project timeline, scope, and resource plan, in order to manage timely completion of the project.

6. Develop an organization structure by defining team roles and responsibilities.
Develop a human resource management plan by defining the roles and responsibilities of the project team members in order to create an effective project organization structure and provide guidance regarding how resources will be utilized and managed.

7. Develop a communications plan.
Develop a communication plan based on the project organization structure and external stakeholder requirements, in order to manage the flow of project information.

Plan Your Project

8. Create the work breakdown structure.
Create the work breakdown structure with the team by deconstructing the scope, in order to manage the scope of the project.

Execute Your Project

9. Obtain and manage resources.
Obtain and manage project resources including outsourced deliverables by following the procurement plan, in order to ensure successful project execution.

Monitor and Control Your Project

10. Measure and communicate project performance.
Measure project performance using appropriate tools and techniques, in order to identify and quantify any variances, perform approved corrective actions, and communicate with relevant stakeholders.

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Close Your Project

11. Conduct project review for learning and continuous improvement.
Collate lessons learned through comprehensive project review, in order to create and/or update the organization's knowledge base.

Sustain Your Project

12. Sustainability Questions

How will the project integrate into the future of the organization and/or stakeholders?

Will the impact of the project create new projects or concerns that need to be addressed?

Will the project need to be reviewed again in a month, a year, 10 years?

Are there future costs that need to be accounted for?

Are on-going quality concerns flagged appropriately?

Has someone been identified to address sustainability issues?

Are future communications with stakeholders identified and planned?

Are potential future risks or limitations identified and responsibility delegated?

Will the acquisition of any resources be needed in the future?

Overall Knowledge and Skills

- Active listening
- Brainstorming techniques
- Conflict resolution techniques
- Cultural sensitivity and diversity
- Data gathering techniques
- Decision making techniques
- Facilitation
- Information management tools, techniques, and methods
- Leadership tools and techniques
- Negotiating
- Oral and written communication techniques, channels, and applications
- RPM's Code of Ethics and Professional Conduct
- Presentation tools and techniques
- Priority/time management
- Problem solving tools and techniques
- Project management software
- Relationship management
- Stakeholder impact analysis
- Targeting communications to intended audiences (for example, team, stakeholders, customer)
- Team motivation methods

References

A Guide to the Project Management Body of Knowledge (PMBOK®) Guide, Fourth Edition, © 2008 Project Management Institute.

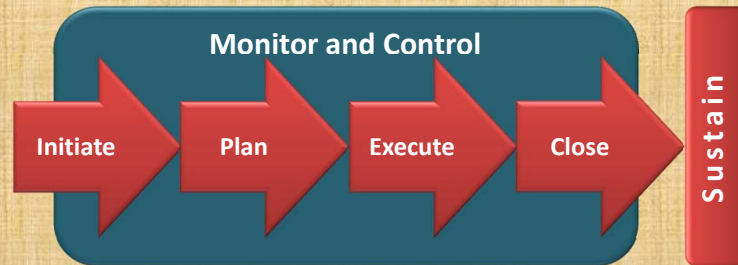
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This Pocket Guide was developed by RPM Systems Corporation, a Registered Education Provider of the Project Management Institute, to promote global project management education and to improve project success rates and project sustainability.

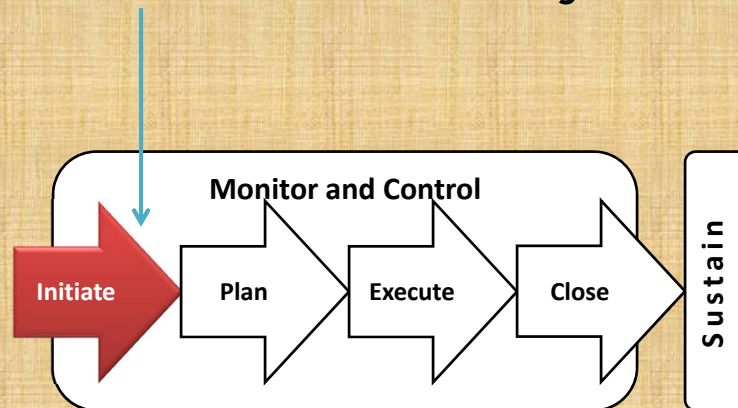
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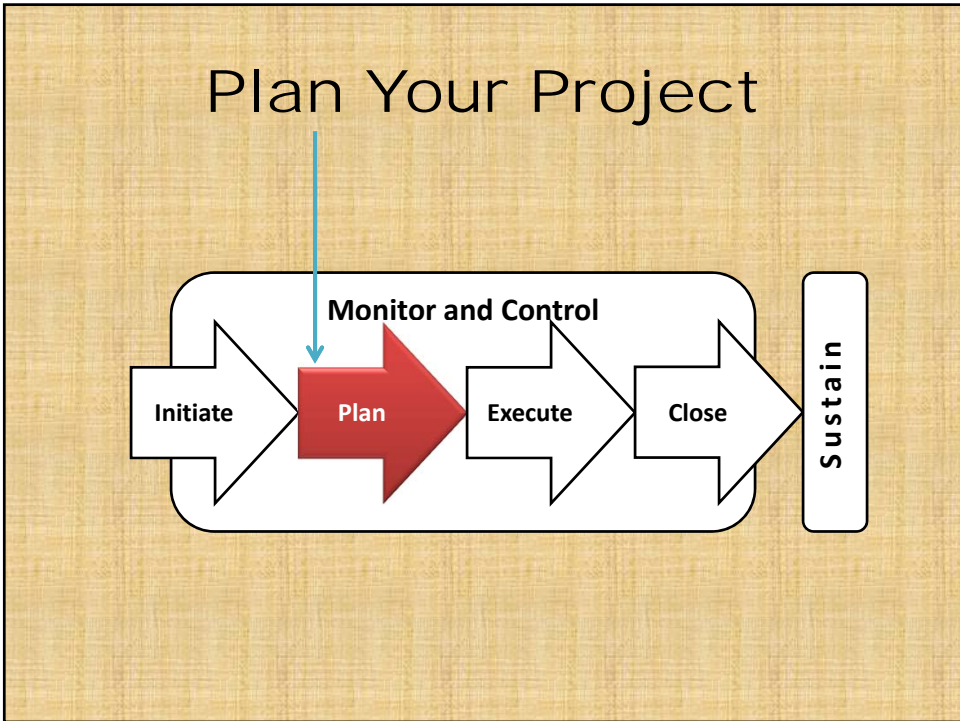
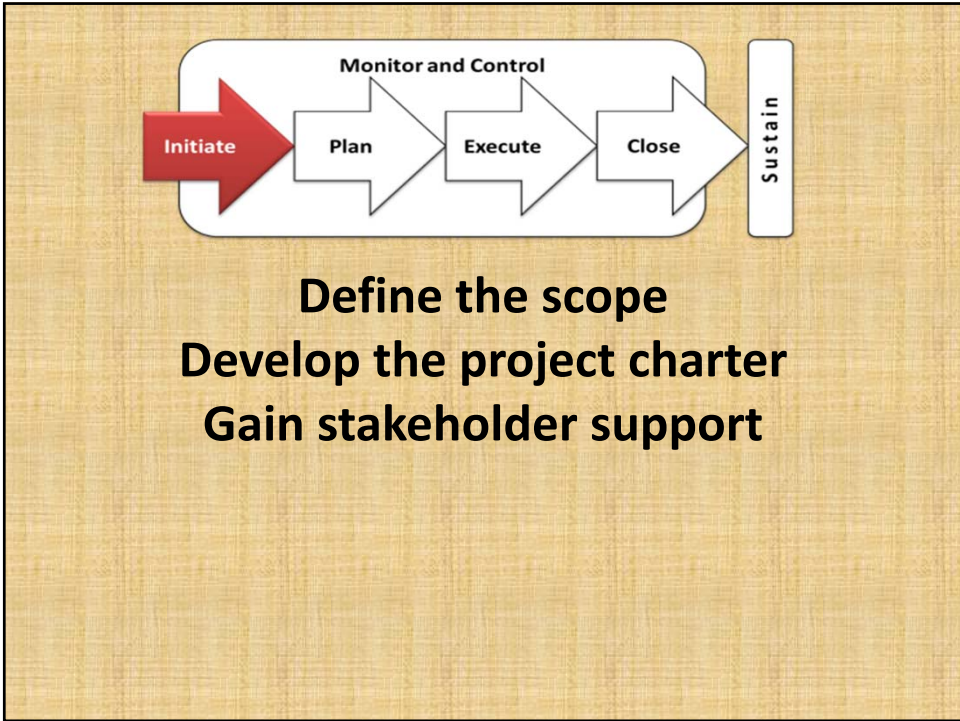
Five Main Steps in PM

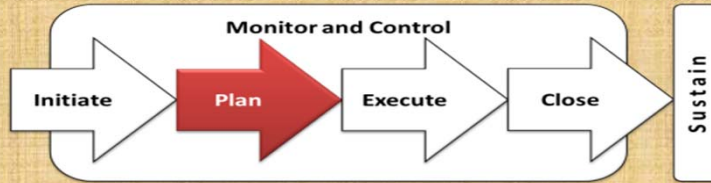


PMforCTE has added sustainability to the five process groups described in the PMBOK® Guide

Initiate Your Project

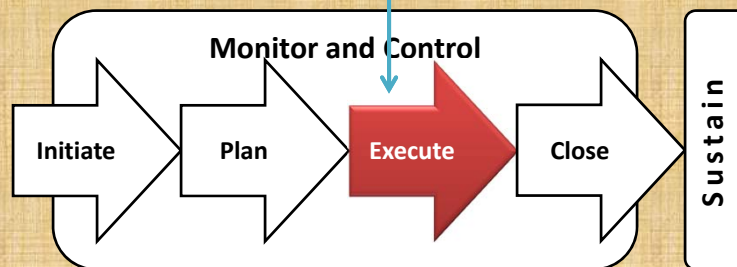


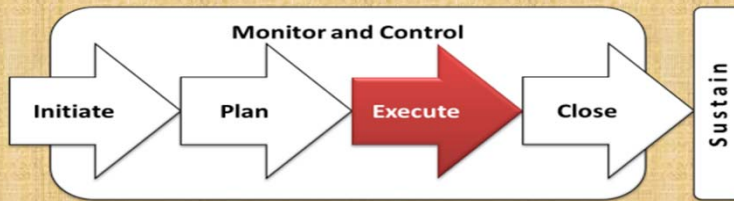




- Create the work breakdown structure**
- Develop a budget plan**
- Develop a project schedule**
- Develop an organization structure by defining team roles and responsibilities**
- Develop a communications plan**

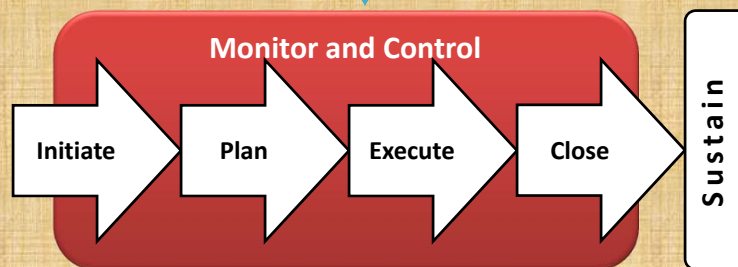
Execute Your Project

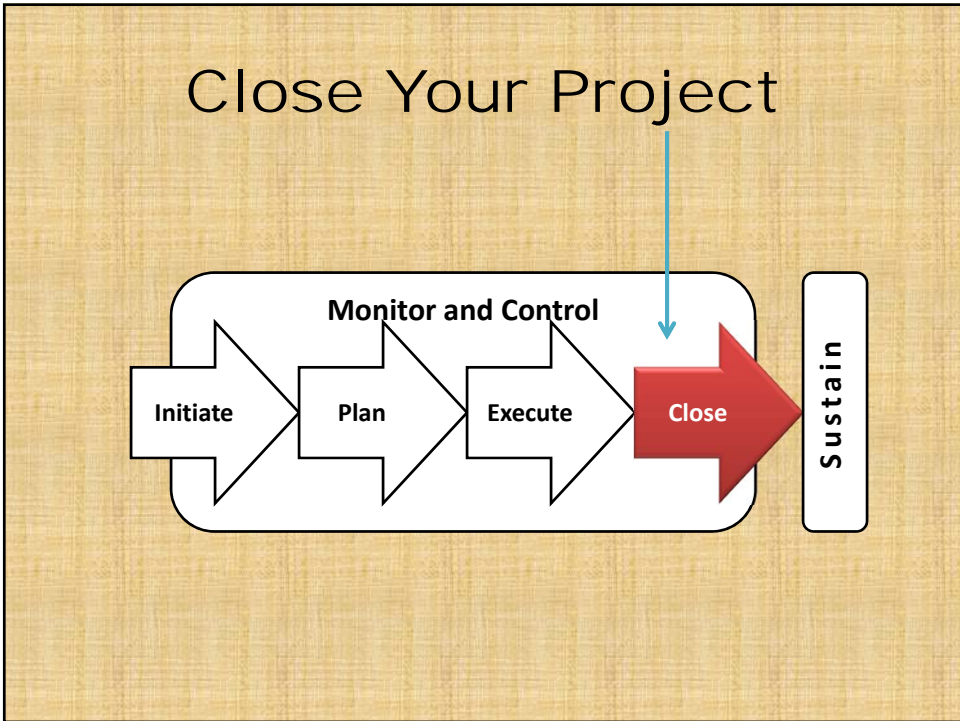
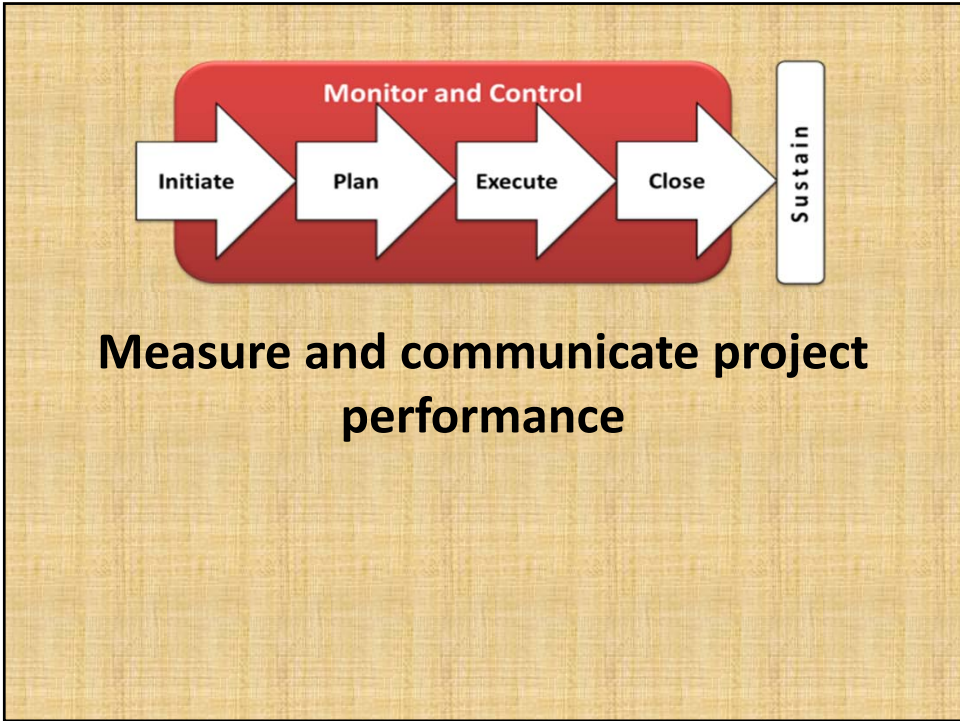


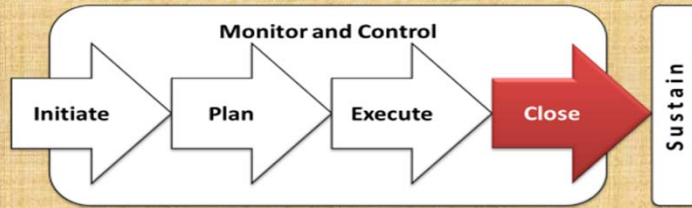


Obtain and manage resources
Achieve the deliverables
Assure quality

Monitor and Control
Your Project

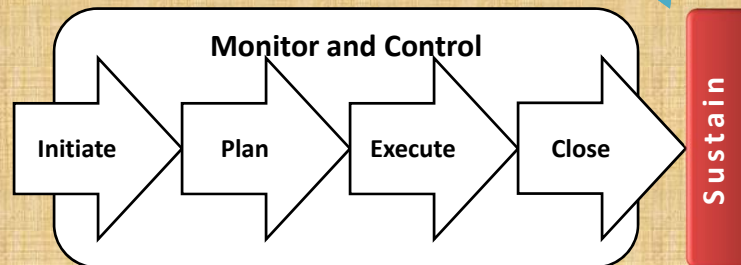






Conduct project review for learning and continuous improvement

Sustain Your Project



Learn by Doing: develop a project charter and WBS for one of the following:

- Your culminating project
- A class project in this or another class
- A sophomore class dance (senior prom?)
- Fundraiser for your club or team
- Community Service project