

PME7

## Project Implementation and Closure

**3 Days**

During project implementation, the project manager leads the project team to successfully complete the work defined in the project management plan to accomplish the project objectives. Upon completion of project implementation, the project manager also leads the team through the process of finalizing all activities and managing the successful transition from implementation to operations. Working as part of a team, participants implement a simulated project in which they apply the knowledge and experience gained in the previous courses in the program. The principles of project integration management are applied to bring a project to successful completion. A mix of case studies, exercises, and group discussions contribute to a comprehensive learning experience.

### WHO SHOULD ATTEND

- Those wishing to complete their Project Management Essentials certificate program

This course is eligible for 21 Project Management Institute Professional Development Units.

### KEY TOPICS COVERED

- Project governance
- Integrated project management over a project life cycle, including essential tools and techniques
- Monitoring and project control through effective project tracking, change management, scope verification, reporting performance and balancing constraints of time, scope, cost, risk, human resources, quality and risk
- Managing challenges in requirements management, schedule management, contract management, project team management, project communications, and risk and issue management
- Best practices in implementing Agile projects
- Close out a project or project phase, close out procurements and conduct reviews

### PREREQUISITES

- PME1: Introduction to Managing Projects
- PME2: Resource, Communications and Stakeholder Management
- PME3: Project Schedule and Cost
- PME4: Project Risk Management
- PME5: Project Quality Management
- PME6: Procurement and Contract Management

## COURSE OUTLINE

### Introduction

- Course Logistics, Objectives, and Evaluation

### Module 1: Project Management Overview

- Understanding the Aim of a Project
- Delivering Outputs and Outcomes
- Implementing Change and Further Organizational Aims
- Achieving Project Success
- Role and Responsibilities of a Project Manager
- Balancing Project Constraints
- Emerging Trends in Project Management
- Impact of Organizational Structure and Governance

### Module 2: Project Implementation

- Overview of the Deming Cycle (Plan-Do-Check-Act)
- Comprehensive Breakdown of Project Management Phases (Initiation, Planning, Execution, Monitoring & Control, Close-Out)
- Discussion on Project Planning, Baselines, and Other Planning Documents
- Introduction to Rolling Wave Planning
- Kickoff Meeting

### Module 3: Execution, Monitoring, and Control

- Execution of Project Work and Quality Assurance
- Monitoring Risks, Changes, and Project Performance
- Outputs from Project Execution
- Leading vs. Lagging Indicators
- Use of Monitoring and Controlling Tools
- Understanding Change Management
- Minor vs. Major Changes

### Module 4: Project Close-Out

- Overview of Project Close-Out Processes
- Differentiating Conformance vs. Fitness
- Contract Close-Out and Releasing Resources
- Archiving Project Documents

### Module 5: Quality Management

- Quality Assurance (QA) and Quality Control (QC) Strategies
- Best Practices in Quality Assurance and Testing
- Demonstrations/Reviews

### Module 6: Schedule Management

- Schedule Management Techniques and Health Check
- Actual vs. Planned Values and Schedule Update Process
- Schedule Compression and Contingency Reserve
- Presentation of the Schedule in Various Views

### Module 7: Budget Management

- Cost Control and Earned Value Analysis (EVA)
- Understanding Key Performance Indicators and Formulas
- Estimate to Complete (ETC) and Variance Analysis

### Module 8: Procurement Management

- Conducting and Managing Procurements
- Contract Monitoring and Management Issues
- Common Contract Management Problems and Solutions

### Module 9: Project Team Management

- Key Team Management Activities During Implementation
- Acquisition and Development of Human Resources
- Effective Team Management and Leadership Skills
- Adaptive Leadership Styles and Providing Feedback

### Assessments and Assignments

- In-Class Assignments and Quizzes
- Take-Home Assignments on Various Topics

### Conclusion

- Course Wrap-Up and Feedback Session

## ABOUT THE PROJECT MANAGEMENT ESSENTIALS CERTIFICATE PROGRAM

The Project Management Essentials program offers practical, hands-on training in the fundamental knowledge and skills needed in today's project management field. Crafted by top industry experts and educators, this comprehensive program blends industry insights with best practices, delivering a well-rounded training experience for both experienced Project Managers and individuals aspiring to build a career in project management.

You can take any five of the seven courses in any order, either as standalone courses or to fill specific knowledge gaps. To earn the certificate, you must complete all seven courses within three years, with the first course being Introduction to Managing Projects and the final course being Project Implementation and Closure. Successful completion of the program will earn you a Project Management Essentials certificate from Algonquin College.

### Courses in the Project Management Essentials program include:

- Introduction to Managing Projects (3 days)
- Resource, Communications and Stakeholder Management (3 days)
- Project Schedule and Cost (3 days)
- Project Risk Management (3 days)
- Project Quality Management (2 days)
- Procurement and Contract Management (3 days)
- Project Implementation and Closure (3 days)

## HOW TO REGISTER

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