



Program Management

Duration: 4 Days **Course Code: GK2813**

Overview:

Effectively manage an entire program of projects.

Master the skills you need to manage a program effectively through this exercise-based course. Work with real-world program examples using templates and techniques you can implement immediately on the job. Find out how managing multiple projects presents new challenges, risks, and pitfalls. Learn how to manage large-dollar, high-stakes programs using advanced tools, techniques, and best practices of program management. Gain an understanding of how to establish and manage stakeholder expectations and execute a clear and effective communication plan with robust reporting. Through this course, you will be prepared to manage your program and deliver on time, within budget, and to specification.

Students pursuing a university-recognized and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

This course was previously titled Enterprise Program Management.

Target Audience:

Program managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, and product managers.

Objectives:

- Key differences between managing projects, multiple projects, and an entire program
 - How resource, portfolio, program, and project management relate
 - Manage multiple stakeholders with competing demands
 - Unique risks of managing multiple projects and programs
 - Advanced methodologies to effectively manage multiple project and program demands
 - Manage resources, schedules, and budgets across a number of projects
 - Leverage reporting and monitoring techniques to control multiple projects or an entire program
 - Hands-On Activities:
 - Differentiate Between Project Deliverables and Program Benefits
 - Define the Linkage Between Sub-Projects, Other Work, Projects, Programs, Portfolios, Master Portfolio and the Strategic Plan
 - Develop a Program Business Case
 - Define Roles and Responsibilities of a Program Manager
 - Define, Identify, and Analyze Stakeholders
 - Develop a Program Communications Plan
 - Develop a Program Status Report
 - Develop a Program Charter
 - Identify Differences Between Program and Project Planning
 - Develop a Program Work Breakdown Structure
 - Develop a Program Level Milestone Schedule
 - Develop a Risk Register
 - Develop a Corrective Action Plan
 - Develop a Program Final Report
 - Develop a Benefits Realization Report
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Prerequisites:

- Project Management Fundamentals
- IT Project Management
- Applied Project Management

Follow-on-Courses:

- Schedule and Cost Control
- Risk Management

Content:

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| <ul style="list-style-type: none">■ 1. Fundamentals of Program Management■ Program Management Definitions and Distinctions■ Key Elements of a Program■ Program Management and General Management■ Program Management and Portfolio Management■ Contextual Hierarchy■ Project Management Revisited■ Project Management Institute■ Project Management Life Cycle■ Project Management Knowledge Areas■ Strategic Plans, Portfolio Management, and Portfolios■ 2. Program Life Cycle and Benefits Management■ Program vs. Project Management■ Program Life Cycle■ Program Management Process Groups and Knowledge Areas■ Program Benefits Management■ Program Governance | <ul style="list-style-type: none">■ 3. Programs and Strategic Goals■ Linking Programs to Strategic Goals■ Developing a Business Case■ 4. Program Management Roles and Responsibilities■ Roles and Responsibilities of the Program Manager■ Authority of Program Manager■ Knowledge, Skills, and Competencies Required■ 5. Stakeholder Management■ Identify and Analyze the Key Program Stakeholders■ Prepare a Communications Plan for a Program■ Prepare a Program Status Report■ Document and Resolve Program Stakeholder Issues■ 6. Program Management Office■ Purpose of the Program Management Office■ Responsibilities of the Program Management Office■ Action Plan■ 7. Initiating Process Group | <ul style="list-style-type: none">■ Inputs and Outputs■ Program Charter■ Establishing a Financial Framework■ 8. Planning Process Group■ Inputs and Outputs■ Program Management Plan■ WBS■ Program Schedule■ Risk Plan■ 9. Executing Process Group■ Inputs and Outputs■ 10. Monitoring and Controlling Process Group■ Inputs and Outputs■ Developing an Action Plan■ 11. Closing Process Group■ Inputs and Outputs■ Benefits Realization Report |
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Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.co.uk

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK