

PME2

Resource, Communications and Stakeholder Management

3 Days

The project manager brings together the resources required to successfully complete the project, including both physical and human resources. Effective communication, team building, and resource management are essential for project success. Learn how to apply proven principles to lead and manage a high-performing project team. Learn how to develop and implement effective project stakeholder management strategies and communication plans to enable timely and informed decision-making. A mix of case studies, exercises, and group discussions contribute to a comprehensive learning experience.

This course can be taken on its own or as part of our complete Project Management Essentials program of seven courses.

WHO SHOULD ATTEND

- New project managers
- Prospective project managers, project coordinators or project team members
- Those looking to pursue a career in project management

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

KEY TOPICS COVERED

- Competencies and responsibilities of a project manager
- Assembling, onboarding, and leading a project team
- Providing feedback and resolving conflict
- Identifying and analyzing stakeholders
- Information management and communication planning
- Managing meetings and project reporting
- Agile best practices in team and stakeholder management

COURSE OUTLINE

Introduction

- Course Objectives Overview
- Logistics and Evaluation

Module 1: Organizational Influences

- Understanding Organizational Context
- Defining Project Success Criteria
- The Project Manager's Responsibilities
- Organizational Structure's Impact on Projects
- Authority Levels in Different Organizational Structures
- Organizational Process Assets and Enterprise Environmental Factors

Module 2: Resource Management

- Resource Management Overview
- Human Resource Management Processes
- Physical Resource Management Processes
- Estimating Activity Resource Requirements
- Resource Management Planning
- Organizational Charts and Position Descriptions
- Work Breakdown Structure (WBS), OBS, and RBS
- Resource Breakdown Structure (RBS) Implementation
- Responsibility Assignment Matrices (RAM)
- Resource Acquisition
- Team Development and Motivation
- Leadership and Team Management
- Monitoring Team Performance

Module 3: Stakeholder Management

- Project Stakeholder Management Introduction
- Identifying and Analyzing Stakeholders
- Stakeholder Engagement Planning
- Managing and Monitoring Stakeholder Engagement

Module 4: Communications Management

- Project Communication Management Overview
- Communications Management Processes
- Planning for Effective Communication
- Managing and Monitoring Communications

Assessments

- In-Class Assignments and Quizzes
- Take-Home Assignments on Various Topics
- Discussion on Team Management and Motivation Theories
- Feedback Techniques and Conflict Management

Conclusion

- Wrap-Up and Course Evaluation Discussion

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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