

PPMO Project Management Training – Design Document (1st Draft)

| Subject | Topics to Include |
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| <i>Business Purpose</i> | As a department, there is a significant increase in workload and a finite number of Project Managers (PMs) available to support it. Georgia Tech isn't looking to exponentially grow the PM team at this time and is instead seeking to build a project management skillset so non-PM team members can use project management skills to take small projects to closure themselves and allow the PMs to focus on more complex projects. |
| <i>Target Audience</i> | Georgia Tech's OIT department employees |
| <i>Training Time</i> | 30 minutes |
| <i>Training Recommendation</i> | <ul style="list-style-type: none"> • 1 e-Learning Course <p>The population of the target audience is substantial, which requires a virtual training solution. Some of the audience works on-campus, some only visit as needed, and others are completely remote. We will not be able to rely on a single/consistent training environment, so we must ensure the training is accessible to everyone. The demographic range and technology skill level of the audience varies so we will want to keep the training centered in beginner level language and provide a general overview of project management skills and best practices that will accomplish our learning objectives. This skillset will feel “new” to the target audience, but we want to emphasize that project management is not rocket science. If you organize your household, balance your checkbook, plan a party with start and end dates or milestones, you are using the same project management skills. This training will put a very relatable focus on the project management skillset and how to apply it here at work.</p> |
| <i>Deliverables</i> | <ul style="list-style-type: none"> • 1 Design Document • 1 e-Learning course <ul style="list-style-type: none"> ○ Developed in Articulate Rise 360 ○ Includes Vyond Training Videos ○ Final evaluation • 2 Training Videos <ul style="list-style-type: none"> ○ Developed in Vyond ○ Includes voice-over narration |
| <i>Learning Objectives</i> | <p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • Use project management best practices to lead a small project from initiation to closure. • Recognize general project management terms and definitions. • Give examples of project management tools that can be used to create operational projects. |
| <i>Training Outline</i> | <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ (Capture Audience Attention) ○ Learning Objectives • Key Terms/Definitions <ul style="list-style-type: none"> ○ Project Management |

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| | <ul style="list-style-type: none"> ○ Program Management ○ Portfolio Management ● Overview of Life Cycle of a Project <ul style="list-style-type: none"> ○ Initiating ○ Planning ○ Executing ○ Delivery (Monitoring & Controlling) ○ Closing ● Role of the Project Manager <ul style="list-style-type: none"> ○ Team Structure ○ Comprehensive List of Duties ● Types of Project Management Life Cycles <ul style="list-style-type: none"> ○ Predictive ○ Adaptive ○ Hybrid ● Project Planning [Best Practices] <ul style="list-style-type: none"> ○ Identify Stakeholders (Key Players) ○ Identify Scope ○ Identify Deliverables ○ Identify work to be done to meet those deliverables (and sequencing of those tasks) ○ Identify Risks ○ Identify Resource Needs <ul style="list-style-type: none"> ● Human ● Budgetary resources ● Technology Needs ○ Identify Exit Criteria ○ (Scenario(s) to learn and experience each of these best practices) ● Project Management Tools <ul style="list-style-type: none"> ○ Industry Tools (Excel, Monday.com, JIRA, SmartSheet, SPM FKA- ITBM) |
| <p><i>Evaluation Plan</i></p> | <ul style="list-style-type: none"> ● Knowledge Check Questions <ul style="list-style-type: none"> ○ 2-3 non-graded questions on Introduction to Project Management <ul style="list-style-type: none"> – Allow user to recognize general project management terms and definitions. ○ 2-3 non-graded questions on Project Planning <ul style="list-style-type: none"> – Allow user to use project management best practices to lead a small project from initiation to closure. ○ 2-3 non-graded questions on Project Management Tools |

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| | <ul style="list-style-type: none">– Allow user to give examples of project management tools that can be used to create operational projects.• Final Evaluation<ul style="list-style-type: none">○ 8 graded assessment questions○ Learner must score $\geq 80\%$ to pass○ Number of attempts: Unlimited○ Questions will be created during alpha programming |
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