

Project Management Essentials

Workshop Schedule

Following is an overview of the schedule for this workshop. As a workshop, we may adjust presentation of these materials to better meet the needs of the specific audience, thus this schedule is an approximation of what you may actually experience in the program.

Time	Day 1	Day 2
8:00 – 10:00	The Project Environment	Planning: Work Breakdown Structure
10:00 – 10:30	The Project Process	Work Breakdown Structure
10:30 – 10:45	Break	Break
10:45 – 12:00	Simulation Round 1	Responsibility Charting
12:00 – 1:00	Lunch	Lunch
1:00 – 1:30	Team Debrief	Reconciliation / Conflict Resolution / Negotiation
1:30 – 2:30	Initiating: The Project Charter	Core Team Meetings
2:30 – 2:45	Break	Break
2:45 – 3:45	Situation / Risk Analysis	Simulation Round 2
3:45 – 4:15	Feasibility Studies	Team Debrief
4:15 – 5:00	Group Debrief / Action Planning	Group Debrief / Action Planning