



CA-PMM Boot Camp for Project Managers

BASIC INFORMATION	<p>Course Title: CA-PMM Boot Camp for Project Managers</p> <p>Duration: 5 days</p> <p>Audience: New Project Managers, Senior Team Members and more advanced Project Managers seeking formal project management training or would benefit from refresher training.</p> <p>PDU: 35</p> <p>Prerequisites: Requires experience serving on at least one State IT project in a leadership role and familiarity with basic project management terminology and processes. This training is intended for those who have had little or no prior project management training, or for those who need a refresher course in project management. For those who have had prior training and experience, the 2-day CA-PMM Express Training course is recommended.</p>
WORKSHOP DESCRIPTION	<p>This five day workshop provides the new or aspiring project manager with the skills, tools, and techniques they will need to manage projects from Initiation to Operations. During the workshop the participants will be divided into teams and will work on actual State of CA IT projects and/or case studies to practice the concepts they learn using the CA-PMM toolkit.</p>
GOALS	<ul style="list-style-type: none"> • To understand and apply basic project management techniques • To acquire the skills required to utilize the CA-PMM tools • To apply those skills and techniques to actual State of CA IT Projects
OBJECTIVES	<p>Each attendee will:</p> <ul style="list-style-type: none"> • Use the CA-PMM according to policy • Use the tools associated with the CA-PMM • Prepare a preliminary sizing estimate for the concept phase using an effort distribution model. • Assess the complexity of the project and determine the complexity zone in which it falls • Assess the intra project priorities to guide future project decisions • Prepare a comprehensive Project Charter • Outline plans to prepare and manage stakeholders

- Develop a comprehensive task plan
- Design a project organization chart
- Design a risk management plan in accordance with CA-PMM risk management guidelines
- Produce realistic and defensible task based estimates using an effort variance formula
- Create viable schedules
- Track meaningful project vital signs
- Generate a plan to coordinate and manage the project team
- Produce a plan to transition the project into maintenance and operations
- Identify the vital signs required to monitor their projects
- Produce key progress reports used to update management on project status
- Measure variance from the baseline plans
- Compute impact of each vital sign's variance on the critical path and budget
- Develop adjustment scenarios for out-of-limit variances
- Propose recovery steps for out-of-limit variances