



CA-PMM Express Training for Project Managers

BASIC INFORMATION	<p>Course Title: CA-PMM Express Training for Project Managers Duration: 2 days Audience: Experienced IT Project Managers PDU: 14 Prerequisites: This course requires that participants are fully trained and experienced in Project Management and only require training to use the CA-PMM Toolkit.</p>
WORKSHOP DESCRIPTION	<p>This workshop provides instruction to seasoned project managers in the use of all of the CA-PMM tools. To support the use of the CA-PMM, two toolkits of standard templates have been created. The use of standardized templates provides a consistent set of data for all IT projects. The toolkits consist of Excel® workbooks with multiple worksheets.</p> <p>The toolkits are:</p> <ul style="list-style-type: none">• Concept Toolkit – used to create a concept statement with enough information to determine if the concept should be approved as a project• CA-PMM Toolkit – used to initiate, plan, execute, and close a project once the concept has been approved
GOALS	<p>To acquire a complete understanding in the use of the CA-PMM Toolkits.</p>

OBJECTIVES

The participants in this workshop will:

- Understand the CA-PMM policy
- Apply the tools associated with the CA-PMM