

## Transitioning Military Personnel into Successful Project Managers

**Length:** 3 Days

**Course Objective:** Transitions significant project management experience, gained from a military career, and translates to a course of action that will lead students in becoming successful project managers in the civilian market. Students will examine the elements of successful project management and apply the generally recognized practices to manage projects:

- Understand project management process and concepts and be able to describe a project in terms of its phases and parameters
- Define a project in terms of project charter, deliverables, requirements gathering, scope, work breakdown structure and associated sequenced network diagram, resource, time, and cost estimation, risk management, change control and stakeholder satisfaction
- Prepare a project management plan in standard phases throughout the project life cycle
- Understand the roles and responsibilities of positions related to the effective communication and management of projects
- Understand the allocation of resources
- Understand and apply the Critical Path Method (CPM)
- Learn and apply risk management techniques
- Learn techniques for collecting project status and to track a project

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- Identify the key processes and requirements of project management
- Initiate a project
- Plan for scope, time and cost
- Plan for project risks, communication, and change control
- Manage a project using monitoring and controlling variance methods
- Execute the project closeout phase

**Target Student:** This course is directed toward transitioning military to build a strategic roadmap toward becoming a project manager in the civilian sector.

**Prerequisites:** Some on-the-job experience in participating in managing projects would be preferable.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities through a sample project.

**Course Description:** Nothing is constant, except change. In today's tumultuous work environment, modern workers must be flexible and reinvent themselves every few years to remain viable. For the military, there is good news in having spent years learning to adapt in ever changing environments. Your future career path could very well be in project management! Your leadership and planning skills ingrained during military service and your adaptability to change, will enable you to successfully transition into a great career field like project management.

Use these skills to successfully manage a project which requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals and best practices of project management, you will be better prepared to initiate a project in a civilian organization and position it for success. In this course, you will identify effective project management practices and their related processes.

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## COURSE CONTENT

### Day One

#### **Introduction: Transitioning Military members into a Successful Project Managers**

### Day Two

#### **Getting Started with Successful Project Management**

- Topic 1A: Describe a Project
- Topic 1B: Identify the Role of a Project Manager
- Topic 1C: Understanding Stakeholder Roles
- Topic 1D: Describe the Project Management Life Cycle

#### **Initiating a Project**

- Topic 2A: Understand Project Authorization
- Topic 2B: Identify Key Stakeholders

#### **Planning for Scope, Time and Cost**

- Topic 3A: Create Project Management Plan
- Topic 3B: Collect Requirements
- Topic 3C: Acquire Project Team
- Topic 3D: Determine the Scope of a Project
- Topic 3E: Create a Work Breakdown Structure

#### **Planning for Scope, Time and Cost**

- Topic 3F: Sequence the Project Activities
- Topic 3G: Create a Project Schedule
- Topic 3H: Determine Project Costs to a Cost Budget

#### **Planning for Risk and Change Control**

- Topic 4A: Identify Risks to a Project
- Topic 4B: Analyze the Risks to a Project
- Topic 4C: Plan for Change Control

### Day Three

#### **Monitoring and Controlling a Project**

- Topic 4D: Execute the Project Plan
- Topic 4E: Track Project Progress
- Topic 4F: Report Performance
- Topic 4G: Maintain Change Control

#### **Performing the Project Closeout Phase**

- Topic 5A: Create a Final Report
- Topic 5B: Close a Project