

Project Management Boot Camp
Course Outline

Ramapo College of New Jersey's Center for Innovative and Professional Learning (CIPL) offers an eight-hour intensive Project Management Boot Camp. The workshop is taught by John Thomas, a highly experienced and highly rated Project Management Professional and can be delivered in a one day (eight-hour) format, two half-day (four-hour) format, or on-line.

The workshop requires three hours of online pre-work where each student lists three of their own projects, and then (1) prepares a stakeholder register (a list of persons who care about the project) (2) defines the interests and expectations of these stakeholders and (3) provides additional high-level information about their projects that are used later in writing other project documents.

Sequence of topics:

Lecture

Philosophy and the methodology of projects

Advantages of project management-notion, purpose, benefits, key principles

Lecture and individual exercises

Tools for effective project management

Project planning – project definition, structure, project phases, milestones, capacities and costs

Students create simple documents, using Excel® and Word®, for projects they have previously completed. Since the experience of many students is similar, several of these documents may be created in small groups.

- The charter
- The scope statement
- The level 1 and 2 Work Breakdown Structure
- A Project Schedule

Lecture and group exercises

Project organization-roles of the people involved in a project

- The stakeholder list and the project team

Analysis of risks and possible prevention

- A reduced-size Risk Register

Project controlling-reporting, information flow, costs, progress

- Communication strategy
- A Project Dashboard

At the end of the boot camp, students will have completed the project planning and control templates they have started. These can then be used in their daily work to help run effective, successful projects.