



## TenStep Training Curriculum

At TenStep, we know you want training options. That is why we have developed a set of basic and advanced project management classes to meet your needs. This includes longer classes when breadth is required, as well as a set of short classes for when you need more depth. We offer on-site training for your organization – the most practical and cost effective training mode if you have more than four or five people attend. If you have 10, 15 or 25 attendees, it is the only way to go.



Almost all of our classes are also available as virtual classes. These are live classes, taught by experienced instructors, delivered over the web.

Most of the classes listed below are available as half-days to allow companies to mix and match topics.

### Class Pricing and Set-up

- For information on availability and pricing, contact us at [Training@TenStep.com](mailto:Training@TenStep.com).



These are not lectures. The classes are instructor-led, but interactive and full of exercises for all students to practice what they are learning. Contact TenStep for more details on these classes and how we can help build the skills and competencies your staff needs to be effective.

General Project Management	
<b>PM00.00 Project Management Preparation for Success</b> - a thorough overview of project management concepts (four-day version available for more content and exercises).	Three days
<b>PM00.00IT Project Management for Information Technology</b> - a thorough overview of project management concepts, tailored to IT projects.	Five days
<b>PM00.10 Project Management Overview</b> - a great overview class that discusses all aspects of project management at a high level. This would be a good class for attendees that need to understand project management concepts, but are not looking for hands-on skills.	One day
<b>PM00.20 Project Management Back to Basics</b> - a great refresher class for experienced project managers	Two days
<b>PM00.40 Project Management Preparation for Success (PMBOK View)</b> - this class offers a unique perspective on project management - the TenStep® Project Management Process taught within the framework of the PMBOK® Guide.	Four days
<b>PM00.50 Project Management for Executives</b> - a fast overview of project management, as well as management's role in ensuring that the project management initiative is successful.	Half day
<b>PM00.70 Effectively Managing Small Projects</b> - this class is focused on teaching fundamental work management techniques and skills to non-project management professionals.	One day



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These classes qualify for professional development units (PDUs) from the Project Management Institute.



**Here is what others have had to say about TenStep training:**

- "Great class. Great instructor." - Tennessee
- "Best project management class I've had. Easy to understand and apply." - Florida
- "Great delivery, very good scripting...Super class! Most useful PM class I have had. Looking forward to using the resources..." - Florida
- "Good to have an ... expert teach the class. Lots of humor..." - New Mexico
- "Great job!" - Tennessee
- "Great introduction and/or review of project management. Great practical tips. I liked the class a lot." - California

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<b>PM00.75 Managing Multiple Projects</b> - this course provides insight into recognizing integration points in both related and seemingly unrelated projects and how to effectively manage them.	One or two days
<b>PM00.90 Lessons in Project Management</b> – this experiential class consists of a series of project management problem scenarios that a project manager might face on a project. The class works in teams to determine how they would resolve the problems and then discusses as a group. The class is based on the popular <u>Lessons in Project Management</u> book.	Two days
<b>PM00.99 Preparation for the PMP® Certification Exam</b> – takes students through the information required to prepare for the PMP exam. Each exam category is explained, followed by short sample exam to test the student's knowledge of the subject.	Three to five days
<b>PM50.00 Project Management Simulation Workshop</b> - goes beyond the traditional project management class by first exposing the students to a rigorous study project management. The students then demonstrate their knowledge by managing a project from beginning to end with a software-based project simulation package.	Three to four days
<b>Specific Project Management Topics</b>	
<b>PM02.25 Project Estimating</b> - focuses on basic and advanced estimating techniques without getting into the heavy algorithmic and detailed models.	One day
<b>PM02.30 Project Schedule Development</b> – learn how to create viable schedules for projects and effectively manage them.	One or two days
<b>PM03.00 Earned Value Management (EVM)</b> - learn the basics of Earned Value Management and how to utilize the concepts on your project.	One day
<b>PM03.80 Procurement Across the Project Lifecycle</b> - this class will detail the management of procurement activities throughout the project lifecycle.	One day
<b>PM04.00 Managing Project Issues</b> - this class focuses on determining if a situation or problem is a true issue and, if so, helps determine the most effective way to manage it.	Half day
<b>PM05.00 Managing Project Scope</b> - one of the hardest aspects of a project to manage. In this class we will see how to define scope and how to manage scope effectively.	Half day
<b>PM06.15 Project and Interpersonal Communication</b> - describes the fundamentals aspects of communication as they pertain to project management as well as an individual's career and life.	One day
<b>PM07.00 Project Risk Management</b> - focuses on the identification of risks and how to respond. The risk management process is explained using a simple but effective approach.	One or two days
<b>PM09.10 Project Quality Management</b> – teaches how to plan, build in and manage quality on a project using quality assurance and quality control. The class also discusses organization-level quality.	One day
<b>PM35.00 Recovering Troubled Projects</b> – troubled projects have significant problems in meeting their deadline, budget or deliverables – perhaps all three. The purpose of this class is to help determine whether a project is “troubled” and if so, to lay out a process to turn the project around.	One day



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People Management	
<b>PM06.20 Conducting Meetings</b> – teaches the fundamentals on planning, participating in, and concluding successful meetings.	One day
<b>PM06.29 Meeting Management</b> – this class will help students develop the skills to be a productive meeting participant and to run an effective meeting.	Half day
<b>PM08.10 Leadership and Change Management</b> – describes the many characteristics of a good leader. When managing change, leaders understand the issues that may appear as barriers to change, and put holistic plans in place to overcome the problems.	Two or three days
<b>PM08.14 Organization and Project Leadership Skills</b> – this course will explore the qualities of leadership and provide a better understanding of how to develop those skills.	One day
<b>PM08.20 Negotiating for Success</b> – this course teaches the basics of negotiations.	One day
<b>PM08.90 Lessons in People Management</b> – this experiential class consists of a series of people management problem scenarios that a project manager might face on a project. The class works in teams to determine how they would resolve the problems and then discusses as a group. The class is based on the popular <u>Lessons in People Management</u> book.	Two days
Project Lifecycle	
<b>LC00.05 Overview of Software Development Lifecycles</b> – explores and explains the basics of the software development lifecycles - looking specifically at classic waterfall, Iterative, Rational Unified Process (RUP) and Agile models.	One day
<b>LC40.10 Gathering Business Requirements</b> – learn the processes and techniques to gather requirements from clients and document them correctly.	One or two days
<b>LC90.00 Agile Project Lifecycle</b> - a great overview of the concepts around the Agile development processes, including looking at a complete Agile model for a project.	One or two days
<b>LC90.99 Preparation for the PMI-ACP(sm) Exam</b> - Agile models have moved to the mainstream. The Project Management Institute (PMI) has created a certification specifically for Agile. This class prepares students for the Agile Certified Practitioner (PMI-ACP) exam.	Three days
Other Classes	
<b>PFM00.99 Preparation for the PfMP® Exam</b> - this class helps students understand the content of the PMI Standard for Portfolio Management and prepares them to take and pass the PfMP® exam.	Three days
<b>PGM00.99 Preparation for the PgMP® Exam</b> - this class prepares students to take the PgMP® Exam through a series of instructor lead discussions, key definitions, test tips and sample test questions.	Three days
<b>BC00.10 Technicians – Build Relationships with Business People</b> - this class is designed to speak to students from technical departments. The content will help them understand and relate more effectively with the business people in your organization.	One day



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We can teach these classes on your site or, if you are a licensed TenStep user, we can lead a train the trainer session so that you can teach these classes to your internal staff.

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<p><b>BC00.15 Understanding Goals, Objectives and Business Needs</b> - this interactive workshop aids in understanding direction-setting statements, how to align work to them, and how to uncover high-level business needs based on them.</p>	One day
<p><b>BC00.20 Understanding Customer Needs and Proposing Solutions</b> - the purpose of this interactive workshop is to understand and practice how this process works so that the best solutions can be brought forward for funding.</p>	One day
<p><b>BC00.30 Time Management for Peak Performance</b> – this workshop will help you gain control of your day, organize your work flow, learn how to plan effectively, and reduce the stress in your life.</p>	Half day
<p><b>PFM00.10 Fundamentals of Portfolio Management</b> - describes a model for implementing portfolio management in your organization. This class is offered in one-day if you just want to describe the process.</p>	One day
<p><b>PGM00.60 The Practice of Program Management</b> - this class provides a more detailed look at program management with numerous exercises to practice the concepts learned.</p>	One or two days
<p><b>PMO10.00 Building and Running a Project Management Office (PMO)</b> – this class is for people that are responsible for the PMO in your organization.</p>	One or two days
<p><b>PRM00.1 All Things Process Modeling</b> – this class will provide the fundamentals to help you get on the path to gaining benefits using process modeling techniques.</p>	One or two days



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