

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.



Class Pricing and Set-up

- For information on availability and pricing, contact us at 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.

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.

General Project Management

PM00.00B Project Management Preparation for Success - a thorough overview of project management concepts (four-day version available for more content and exercises).	Three days
PM00.10 Project Management Overview - 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
PM00.20 Project Management Back to Basics - a great refresher class for experienced project managers	Two days
PM00.40 Project Management Preparation for Success (PMBOK View) - this class offers a unique perspective on project management - the TenStep Project Management Process® taught within the framework of the Project Management Body of Knowledge®, and across the project lifespan.	Four days
PM00.50 Project Management ... for Executives - a fast overview of project management, as well as management's role in ensuring that the project management initiative is successful.	Half day
PM00.52 Project Management ... for Sponsors - this class provides a high-level overview of project management concepts and the role of sponsors in a fast-paced session.	Half day
PM00.55 Project Management ... for Government Executives - an overview of project management focused on federal government executives.	Half day
PM00.70 Effectively Managing Small Projects - this class is focused on teaching fundamental work management techniques and skills to non-project management professionals.	One day
PM00.75 Managing Multiple Projects - 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

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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PM00.90 Lessons in Project Management – 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
PM00.99 Preparation for the PMP® Certification Exam – 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
PM00.99F TenStep – PMP® Preparation Boot Camp - This class looks at project management from two perspectives - the TenStep Project Management Process and the Project Management Professional (PMP®) certification.	Five days
PM02.70 Project Management Jumpstart - Managing a project is not easy and project management skills do not come naturally to many people. The course presents a unique opportunity to learn both process and tool concepts.	Two days
PM50.00 Project Management Simulation Workshop - This course goes beyond the traditional project management class by first exposing the students to a rigorous study of the successful TenStep Project Management methodology. The students are then able to demonstrate their knowledge by managing a project from beginning to end with a software-based project simulation package.	Three to four days
Specific Project Management Topics	
PM00.10G Green Project Management Overview – This course introduces the concept of green project management, a model where we think green throughout our project and make decisions that take into account the impact on the environment – if any.	One day
PM02.00 Building a Project Schedule - describes how to build the schedule from scratch. The process includes work breakdown structures, network diagramming, estimation techniques, critical path, etc.	One day
PM02.25 Project Estimating - focuses on estimating techniques without getting into the heavy algorithmic and detailed models.	Half day or one day
PM02.30 Advanced Project Schedule Development – learn how to create viable schedules for projects and effectively manage them.	Two days
PM02.90 Microsoft Project 2003 Fundamentals - teaches the basic functions and features of Microsoft Project 2003, along with how to manage projects more effectively and resolve resource conflict.	One day
PM02.95 Microsoft Project 2003 – Advanced - builds on the concepts and skills taught in Project 2003 Fundamentals.	One day
PM03.00 Earned Value Management (EVM) - learn how to figure out how far along a project is using Earned Value.	Half day or one day
PM03.80 Procurement Across the Project Lifecycle - this class will detail the management of procurement activities throughout the project lifecycle.	One day
PM04.00 Managing Project Issues - 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

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PM05.00 Managing Project Scope - 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
PM06.10 Effective Communication on Projects - describes the fundamentals of project management, focusing on the various aspects of communication that are needed in each project management process.	One day
PM07.00 Project Risk Management - focuses on the definition of risks how to resolve them. The risk management process is explained using a simple but effective approach.	Half day
PM09.00 Project Quality Management – transitions from the basics and into the more advanced quality management processes and techniques.	One day
PM09.10 Advanced Quality Management – teaches how to achieve daily quality management, identify variation in processes, control costs, and analyze a company's current performance and problem causes.	One day
PM09.40 Ensuring Vendors Deliver to the Business Requirements - describes how to manage outsourced projects. (It is much more than letting the vendor do whatever they want until they deliver a solution.)	Two days
PM35.00 Recovering Troubled Projects – 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.	Half day or one day
PM050.00 Organizational Project Management Maturity (OPM3®) Overview - The purpose of this class is to provide an overview of the importance of organizational project management and to recognize the value proposition for an OPM3 maturity assessment.	One day
People Management	
PM06.20 Conducting Meetings – teaches the fundamentals on planning, participating in, and concluding successful meetings.	One day
PM06.25 Presentations: Preparing, Developing, and Delivering - introduces students to the fundamentals of creating and delivering a presentation	Two days
PM06.30 Effective Presentations - teaches students how to create effective presentations to clearly communicate the right message	Two days
PM08.10 Leadership Skills Development – describes the full range of leadership tools and techniques required to manage and lead the people that work on your project team.	Two days
PM08.15 Moving from Technical Professional to Manager - introduces students to the basics of moving from a technical professional to manager. Through interactive exercises, the class will learn management fundamentals, the role and skills required of the IT manager, and the basics of management planning and recruiting.	One day
PM08.25 Frontline Leadership - teaches students how to deal with difficult employees. Students learn about the characteristics and sources of difficult behavior, effective techniques to prevent difficult behavior, and effective communication methods.	One day

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PM08.35 Managerial Leadership - teaches students about organizational leadership and its role in guiding the organization toward vision fulfillment.	One day
PM08.40 Coaching - teaches students how to establish a coaching relationship with employees, evaluate employees' personality types, and detect morale-building motivators.	One day
PM08.50 Project Teams - teaches students about different types of projects and project teams. Students will learn how to resolve conflicts, reach consensus among team members, identify personal responsibilities and communication skills needed from team members, and improve team communication.	One day
PM08.55 Advanced Interpersonal Communication - teaches students about interpersonal communication styles and techniques through interactive exercises. Promoting ideas, handling negotiations, and dealing with human resource issues are also covered.	One day
PM08.60 Managing Performance - covers the basics of creating a performance plan and the appraisal process. Students will learn how to conduct a performance-planning meeting, document the performance plan and provide positive and constructive feedback.	One day
PM08.65 Correcting Performance Problems - introduces students to performance problems and how they affect an organization. Students learn how to determine the severity of a performance problem, identify causes, approach employees who have problems, and conduct effective feedback sessions.	One day
PM08.70 Organizational Behavior - defines organizational behavior and identifies the variables and characteristics that influence an individual's behavior in the workplace.	One day
PM08.75 Managing Resources in Organizations - this course is designed to prepare project managers for the complete picture of resource management and help them become well-rounded for what project life can bring.	One day
PM08.90 Lessons in People Management – 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	
LC00.00 Overview of the Software Development Lifecycle – describes the basic lifecycle model used for software development. The initial overview is covered from the perspective of classic waterfall. Other lifecycles are covered as well, including Iterative, R&D, Package Implementation and others.	One day
LC40.10 Gathering Business Requirements – learn the processes and techniques to gather requirements from clients and document them correctly.	One or two days
LC40.20 Gathering Business Requirements from the Client Perspective – describes the processes and techniques for gathering requirements from a client perspective so that they can provide requirements much more effectively.	One day

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PM09.40 Ensuring Vendors Deliver to the Business Requirements - learn project management processes and techniques that are unique to a client - vendor relationship.	Two days
LC90.00 Agile Project Development - a great overview of the concepts around the new Agile, "light" development processes.	Half day or one day
Other Classes	
OCM00.10 Organizational Change Management - this class recognizes the challenges associated with changing how your organization does things, and guides you through a holistic approach to making change stick.	One day
PFM00.10 Fundamentals of Portfolio Management - 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. A 2-4 day workshop is also available to actually work on defining portfolios in your organization	One day (or longer workshop)
PGM00.50 Program Management Overview - this class provides a high-level overview of programs and program management as described in the Guide to Program Management from the Project Management Institute.	Half day
PGM00.60 The Practice of Program Management - this class provides a more detailed look at program management with numerous exercises to practice the concepts learned.	Two days
PMO10.00 Building and Running a Project Management Office (PMO) - for the smaller group of people that are responsible for the PMO in your organization. A 2-4 day workshop is available to work on defining a PMO in your organization	One day (or longer workshop)
PMO20.10 Building a Training Curriculum - this class will provide you with the skills necessary to build an overall curriculum, including classroom and non-classroom based opportunities.	Half day
PRM00.10 Basics of Process Modeling – provides an overview of process mapping, including basic mapping nomenclature and techniques for building and analyzing business processes and process models.	One day