

Introduction

This version of PM Fundamentals has changed significantly. A brief list of the changes follows:

The case study has been updated to be more current. It is now based upon the World Gymnastic Games. The technology of the deliverables and the communications has been updated. A significant amount of the complexity of the Olympics case study and a lot of the reading that the participants need to do has been removed. This has reduced the amount of time that is spent on the case study.

A spiral bound Learning Log has been added to course. The material from PM Orientation and PM Fundamentals has been summarized, providing the participants with a good reference book that they can refer back to during their PM career.

The case study materials are now presented in a separate Case Study Book. The participants can discard the notebook after class if they do not want to keep the case study information.

The Seven Keys material has been integrated into each module. An overview of the Seven Keys has been added to Module 2. Then at the end of each module the students take 5 minutes to do a Seven Keys assessment of the project focusing on one or two keys. The Seven Keys Simulation was added on the afternoon of the third day. In the Simulation the participants have an opportunity to see how the keys interact with each other.

The course has also been changed to be more interactive, employing more Learner Center aspects than before. At the beginning of the course and in each module the instructor notes are structured so the instructor is soliciting experiences and input from the participants. The materials are still structured to talk about how to do project management, while the class discussions have been added to talk about why it is important and how the participants can apply what they are learning on their projects.

At the end of each exercise in PMF the teams provide feedback to their PM, talking about what was done well and what could have been done better. In the pilot of the course, this was very well received by the students.

Finally the exam has been changed to be more application based. PM Orientation teaches students the concepts and that exam is based upon those concepts. PM Fundamentals teaches the students how to apply those concepts via the case study and the Seven Keys, so the PMF exam needs to ensure that they understand more than the concepts.

The PM Curriculum in IBM is very successful thanks to the excellent instructors who teach the courses. The entire PM Curriculum team thanks you for your dedication to the IBM PM community and your enthusiasm for the PM profession in IBM.

Project Management Fundamentals Timetable

PMF Timetable

| Day 1 | Start | End | Length | Subject |
|----------|-------|-------|--------|-----------------------------|
| Module 1 | 8:30 | 9:45 | 75 | Getting Started |
| | 9:45 | 10:00 | 15 | Break |
| | 10:00 | 11:15 | 75 | Bridge Game |
| | 11:15 | 12:00 | 45 | Debriefs and Administration |
| | 12:00 | 13:00 | 60 | Lunch |
| Module 2 | 13:00 | 13:20 | 20 | Organizing Teams Discussion |
| | 13:20 | 13:40 | 20 | Seven Keys Discussion |
| | 13:40 | 14:10 | 30 | Team Charter Activity |
| | 14:10 | 14:30 | 20 | Debrief and Feedback |
| | 14:30 | 14:45 | 15 | Break |
| Module 3 | 14:45 | 15:15 | 30 | Discussion |
| | 15:15 | 15:35 | 20 | Stakeholder Plenary |
| | 15:35 | 16:05 | 30 | Stakeholders Activity |
| | 16:05 | 16:20 | 15 | Break |
| | 16:20 | 16:50 | 30 | Requirements Activity |
| | 16:50 | 17:10 | 20 | Debrief and PM Feedback |
| | 17:10 | 17:20 | 10 | Reflections on Day 1 |

| Day 2 | Start | End | Length | Subject |
|----------|-------|-------|--------|-------------------------|
| | 8:30 | 9:00 | 30 | Review Day 1 |
| Module 4 | 9:00 | 9:15 | 15 | PBS/WBS/OBS discussion |
| | 9:15 | 10:00 | 45 | PBS/WBS Activity |
| | 10:00 | 10:20 | 20 | Debrief and PM Feedback |
| | 10:20 | 10:35 | 15 | Break |
| Module 5 | 10:35 | 11:00 | 25 | Discussion |
| | 11:00 | 11:50 | 50 | Risk Activity |
| | 11:50 | 12:50 | 60 | Lunch |
| | 12:50 | 13:10 | 20 | Debrief and PM Feedback |
| Module 6 | 13:10 | 13:40 | 30 | Discussion |
| | 13:40 | 14:30 | 50 | Estimating Activity |
| | 14:30 | 14:50 | 20 | Debrief and PM Feedback |
| | 14:50 | 15:10 | 20 | Break |
| | 15:10 | 15:25 | 15 | Energizer |
| Module 7 | 15:25 | 15:45 | 20 | Discussion |
| | 15:45 | 16:00 | 15 | Critical Path Activity |
| | 16:00 | 16:10 | 10 | Debrief |
| | 16:10 | 17:10 | 60 | Scheduling Activity |
| | 17:10 | 17:30 | 20 | Reflections on Day 2 |

Project Management Fundamentals Timetable

| Day 3 | Start | End | Length | Subject |
|-----------|-------|-------|--------|-------------------------|
| | 8:30 | 8:50 | 20 | Debrief and PM Feedback |
| | 8:50 | 9:10 | 20 | Review Day 2 |
| Module 8 | 9:10 | 9:30 | 20 | Discussion |
| | 9:30 | 9:45 | 15 | Change Mgmt Activity |
| | 9:45 | 10:00 | 15 | Debrief and PM Feedback |
| | 10:00 | 10:15 | 15 | Break |
| Module 9 | 10:15 | 10:40 | 25 | Discussion |
| | 10:40 | 11:00 | 20 | Earned Value Activity |
| | 11:00 | 11:15 | 15 | Seven Keys Assessment |
| | 11:15 | 12:15 | 60 | Lunch |
| | 12:15 | 13:45 | 90 | Seven Keys Simulation |
| | 13:45 | 14:00 | 15 | Break |
| Module 10 | 14:00 | 14:15 | 15 | Discussion |
| | 14:15 | 15:00 | 45 | Project Review Activity |
| | 15:00 | 15:15 | 15 | Debrief and PM Feedback |
| Module 11 | 15:15 | 15:30 | 15 | Discussion |
| Module 12 | 15:30 | 16:00 | 30 | Course debrief |
| | 16:00 | 16:45 | 45 | Exam |

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