

Lean Project Management

Lean Project Management (LPM) is about getting more value-added work done, and enjoying it. Engineers, designers and technicians have too much work, too many constraints, too many interruptions, and not enough time. Managers spend too much time in meetings, babysitting project team members, and lack the project visibility they need in order to make wise decisions. Lean Project Management's time-proven techniques help clear the way for more efficient and effective management of projects.

Day 1 Topics

1. **Common Project Management Mistakes and How to Avoid Them**
 - a. Look at the 12 most common mistakes that are committed by newbies as well as veterans, then identify ways to prevent them from happening again.
2. **Accurate Project Scheduling and Costing**
 - b. Evaluate a lean team-based approach to creating project schedules and budgets that can be trusted and used.
3. **Effective Project Communication and Tracking**
 - c. Learn how to communicate most efficiently, eliminate unnecessary reporting, and minimize meetings. Also discover how to "lean out" the project tracking and status update process.

Day 2 Topics

4. **Life-Saving Project Prioritization**
 - a. Discuss queuing theory and how it directly affects your ability to get value-added work done.
5. **Increased Project Capacity**
 - b. Learn simple techniques you can use to set clear priorities and determine how many projects to keep active at one time. Also look at how project portfolio management can help you make better decisions.
6. **Insightful Performance Measurement**
 - c. Consider ways to improve how projects are evaluated and how well your project performance goals are being met.