

Course: Project Post-Mortem Analysis**ID:** 1384-PPMA1**Contact Hrs / PDUs:** 7**Course Length:** 1 Day

Course Description: This one-day course focuses on the most overlooked portions of creating organizational knowledge and achieving project success. This course will take participants through the process of completing a quality post-project analysis to discover key learnings and errors to avoid in the next project.

Course Objectives:

- Learn to ensure key learnings are maintained throughout the organization
- Learn to ensure project are truly closed out
- Learn to avoid repeating key mistakes
- Learn to drive project excellence using quantification

Target Audience: This course is best suited for all levels of project management professionals and participants.

Prerequisites: None**Provided Material:**

- Course Manual
- Key templates for successful project closure

Course Outline:

- **Lesson 1:** Introductions
 - Current PM performance
 - What makes projects succeed or fail?
 - How closure impacts success
 - 6 things every project must have
- **Lesson 2:** The basics of project closure
 - What does proper project closure really look like
 - How to conduct a project post-mortem
 - What key questions should you ask
- **Lesson 3:** Getting to the truth & not just what you want to hear
 - Real performance requires real metrics
 - Establishing an accountability model
 - How the meeting is done is just as important as what is done
- **Lesson 4:** The Post Mortem Meeting
 - Meeting basics
 - The post mortem agenda
 - The actual meeting
 - The expected outcomes
 - Ensuring success



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