

This course is a comprehensive look at project management. It covers the steps of project management from definition and planning to implementation, monitoring, completion and evaluation. Students will be able to complete a thorough and accurate project plan including task identification, scheduling and budgeting; monitor the key project issues of schedule, budget and performance deliverables; develop appropriate responses to potential problems, and deliver a formal evaluation to finalize a project.

**Audience:** Individuals interested in learning how to efficiently and successfully manage projects from start to finish.

**Prerequisites:** None.

**Number of Days:** 2 days

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| <p><b>1. Define the project</b><br/>           Why project management?<br/>           What makes project management so unique?<br/>           The functional manager vs. the project manager<br/>           Assessing your project management skills<br/>           Who is the client?<br/>           What are the objectives and deliverables<br/>           Determining your constraints<br/>           Defining the scope of your project</p> <p><b>2. Plan</b><br/>           Creating a work breakdown structure (WBS)<br/>           Estimating time<br/>           Scheduling: Building a Gantt chart<br/>           Real-life scheduling: Critical Path Method (CPM)<br/>           Creating realistic budgets<br/>           Using a project resource/cost-estimate worksheet<br/>           Managing risk<br/>           Putting together the project team<br/>           Role clarity<br/>           Getting client approval and sign-off</p> <p><b>3. Implement</b><br/>           Project communications</p> | <p>Choosing how to communicate<br/>           Team meetings<br/>           Team problem-solving guidelines<br/>           Project reporting<br/>           Managing through influence<br/>           Team issues<br/>           Keeping the project on track</p> <p><b>4. Monitor</b><br/>           Using project management tools<br/>           Early warning systems<br/>           Project problem solving I: Performance<br/>           Project problem solving II: Cost<br/>           Project problem solving III: Time<br/>           Renegotiating</p> <p><b>5. Complete</b><br/>           What to do if you project is abandoned<br/>           Finalizing deliverables and closing accounts</p> <p><b>6. Evaluate</b><br/>           The postmortem<br/>           Team celebrations</p> |
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