

PROJECT MANAGEMENT FOR EVERYONE

In today's business world, project management is a critical skill for everyone. Many people struggle with managing their projects along with their regular workload. This course offers practical tools and processes that will enable anyone to manage their projects successfully.

Who Should Attend

Managers, supervisors, individual contributors who are looking for non-technical tools and techniques to successfully manage projects and project teams. People who struggle with balancing the complex demands of project work while maintaining daily workload.

What You Will Learn

- A step-by-step process to use with any project
- How to "find the time" for project management
- Avoid potential problems through planning and communication
- Clarify stakeholders' definition of project success.
- Clarify roles and responsibilities to improve team performance and accountability
- Write clearly defined project statements
- Clarify project objectives with measurable outcomes
- Break a project into manageable tasks
- Accurately estimate project milestones
- Delegate with buy-in and accountability
- Manage multiple projects while maintaining daily workload
- Communicate confidently with your team, management and clients
- Run efficient meetings that inspire commitment and accountability



Course Outline

1. Clarify the Project

- Clarify key stakeholder's needs and wants
- Write a clearly defined project scope statement
- Clarify business

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- Clarify objectives with measurable outcomes
- Identify project deliverables and requirements
- Prioritize project constraints of time and resources
- Identify project issues and assumptions
- Confidently interview key stakeholders

2. Plan the Project

- Break a project into manageable tasks
- Assign realistic due dates to milestones
- Identify needed project resources
- Clarify team roles and responsibilities
- Understand how to create a Network Diagram
- Create a simple, realistic Gantt chart
- Analyze risks in relation to probability and impact
- Create a risk response plan and risk matrix

3. Execute and Control the Project

- Create an issue log to track issues and risks
- Design a customized communication plan
- Understand the value of change management
- Assign meeting roles and responsibilities
- Create realistic meeting agendas
- Manage multiple projects while maintaining daily workload
- Delegate project assignments effectively

4. Close the Project

- Evaluate the project's success and lessons learned
- Create a close out checklist to avoid potential problems
- Create a file of key project documentation

