

PLANNING AND EXECUTING LONG-TERM PROJECTS

Project Management for Non-Project Managers



PROGRAM DESCRIPTION

Whether you are remodeling your basement, coordinating a social event, or managing a new software release, the competencies and skills of project management are the same. Everyone manages projects at least part-time. In fact, many people in an organization simply pursue a number of projects as their job. This course will help you carry out your projects productively with proper planning, scheduling, and monitoring. The complex tools you've heard about in project management are refreshingly absent. The process is simple, and the tools presented do not presume any prior knowledge of the subject. Questionnaires, checklists, and worksheets are provided.

COURSE OBJECTIVES

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| » Understand project management terminology | » Break projects down into concrete steps, due dates, and delegations |
| » Discover a practical and highly effective four-step project management approach | » Define potential risks and put contingencies in place to address them |
| » Distinguish between responsibilities, objectives, projects, tasks, subtasks, and action items | » Load your project into Microsoft Outlook to ensure you're working on the right tasks each day (optional) |
| » Gather your team and assess stakeholders | » Track delegated items and make sure nothing falls through the cracks |
| » Learn the components of a project charter and how to create one for your project | » Create a communication plan to review and keep projects on track |
| » Quickly and easily outline all the key steps of your project and create an outline | » Capture valuable project lessons and use them to define and improve project management practices for future projects |