

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments and to get that additional job done well, done under budget, and done on time. This course is not intended to take you from a supervisory or administrative position to that of a project manager. However, this course will familiarize you with the most common terms and the most current thinking about projects.

In this workshop, you will be walked through the nuts and bolts of project management, from setting priorities to controlling expenses and reporting on the results. You may still have to cope with the unexpected, but you'll be better prepared!

Session One: Course Overview

- Learning Objectives
- Pre-Assignment

Session Two: What is a Project?**Session Three: Project Management Basics**

- What is Project Management?
- Components of Project Management

Session Four: Pre-Assignment Review

- Eight Project Categories

Session Five: How Can Projects Help Me?

- The Benefits of Projects

Session Six: A Project's Life Cycle

- The Life Cycle
- Milestones
- Why Do Projects Fail?
- Three Ways to End a Project

Session Seven: Selling a Project

- Bringing Ideas Forward
- Selling Your Project
- The Priority Matrix
- Priority Quadrants

Session Eight: Preparing Your Project

- Things to Consider

Session Nine: The Role of a Project Manager

- A Project Manager's Skills
- Bring the Team Together
- Key Skills

Session Ten: Project Goals

- Goals with SPIRIT

Session Eleven: Laying Out the Project

- The Statement of Work
- Defined Purpose
- Statement of Scope
- Project Deliverables
- Goals and Objectives
- SWOT
- Cost and Schedule Estimates
- Authority Levels
- The Communication Plan
- Individual SOW
- Project Planning Worksheet
- Time Management
- Cost Controls
- Results Expected
- Approvals
- Writing Reports

Session Twelve: Project Risks

- Risk Tolerance
- Reducing Risks
- Sources of Risk
- Constraints

Session Thirteen: Contingency Planning

- Components of a Contingency Plan

Session Fourteen: What Really Needs to be Done?

- Preparing a Basic Schedule
- Estimating Time
- Other Scheduling Factors

Session Fifteen: The Work Breakdown Structure

- Sample WBS

Session Sixteen: Planning Tools

- PERT
- Gantt Charts
- The Network Diagram
- Revealing Workflow
- The Flow Chart

Session Seventeen: Budgets

- Component Costs
- Budget Methods
- Costs and Time

Session Eighteen: Teamwork

- Why is Teamwork Important?
- Building a Winning Team

Session Nineteen: Developing Teams

- Four Issues to Address with Project Teams
- Team Development

Session Twenty: Putting it Into Practice

- Decision Information
- Individual Action Steps

Session Twenty-One: Communication Tips

- Communicating as Project Manager

Session Twenty-Two: Closing Out a Project

- Closing Smoothly

Session Twenty-Three: Team Meetings

- Coordinating Team Meetings
- Making Committees Work
- Assigning Work

Session Twenty-Four: Presentation Primer

- Project Management Presentation
- Presentation Strategies

Session Twenty-Five: Project Presentations

- Preparation Time

Recommended Reading List