

Project management is not just restricted to certain industries, or to individuals with certification as a project manager. Lots of us are expected to complete assignments that are not a usual part of our job, and to get the job done well, within our budget, and on time.

This workshop is intended for those who understand the conceptual phase of a project's life cycle, including setting goals, creating a vision statement, and creating the Statement of Work. Intermediate Project Management will take you through the remaining three stages: planning, execution, and termination.

## **COURSE CONTENT**

### **Session 1: Course Overview**

- Learning Objectives
- Pre-Assignment

### **Session 2: What Really Needs to be Done?**

- Identifying Tasks
- Identifying Resources
- Pete's Cost List

### **Session 3: The Work Breakdown Structure**

- Milestones
- Sample WBS

### **Session 4: Scheduling Techniques**

- Preparing a Basic Schedule
- Other Scheduling Factors
- Planning Tools
- Gantt Charts
- Creating a Gantt Chart
- Network Diagrams
- Flow Charts

### **Session 5: Budgeting Tips and Tricks**

- Budgeting Basics
- Pete's Budget

### **Session 6: Assessing Project Risks**

- Understanding Risks
- Common Risks
- Planning for Risk

### **Session 7: Preparing a Final Plan**

- Planning Checklist
- Master Chart Sample

### **Session 8: Making it Fit**

- Schedule and Budget Compression
- Case Study

### **Session 9: The Execution Phase**

- Key Tasks
- Keeping Your Project Running
- The 95% Phenomenon

### **Session 10: Controlling Changes**

- A Basic Process
- Sample Change Request Form

### **Session 11: Closing Out a Project**

- Preparing for Closing
- Checklist of Tasks