



Project Management

For the rest of us

Course Description

Project Management for the Rest of Us is for anyone who does project work, collaborates with project management professionals, or is considering entering the field. Workshop topics are aligned with the Project Management Institute's (PMI) globally-accepted project management best practices.

By the end of the workshop, participants will have concrete knowledge of what project management is and how to effectively plan, prioritize and manage projects and deadlines fast-paced work environments. Note: This workshop is not designed for preparation for a certification exam in project management. It is designed to increase the effectiveness of everyday project management.

Outcomes:

- Understanding of how project managers make things happen
- Tools to be successful on projects
- Methodologies for starting projects
- Understanding around what the project really needs
- The methodology PM's use to plan projects

Module 1: Starting a Project, the Right Way

Understanding

- How Professionals Structure Projects
- How to Respond to Change Requests

Initiation

- Setting Up Projects the Right Way
- Outcomes vs. Deliverables, and the Importance of Both
- 4 Questions to Ask at the Beginning of Every Project

Module 2: Planning & Tracking Like a Project Manager

Project Requirements

- Deciding on all Requirements
- Uncovering Missed Requirements

Task Planning

- Breaking Down the Work into Tasks
- Accurately Estimating Time
- Track Progress & Manage Scope Creep
- Reporting on Progress