

Project Management Basics

Understanding the Fundamentals Workshop

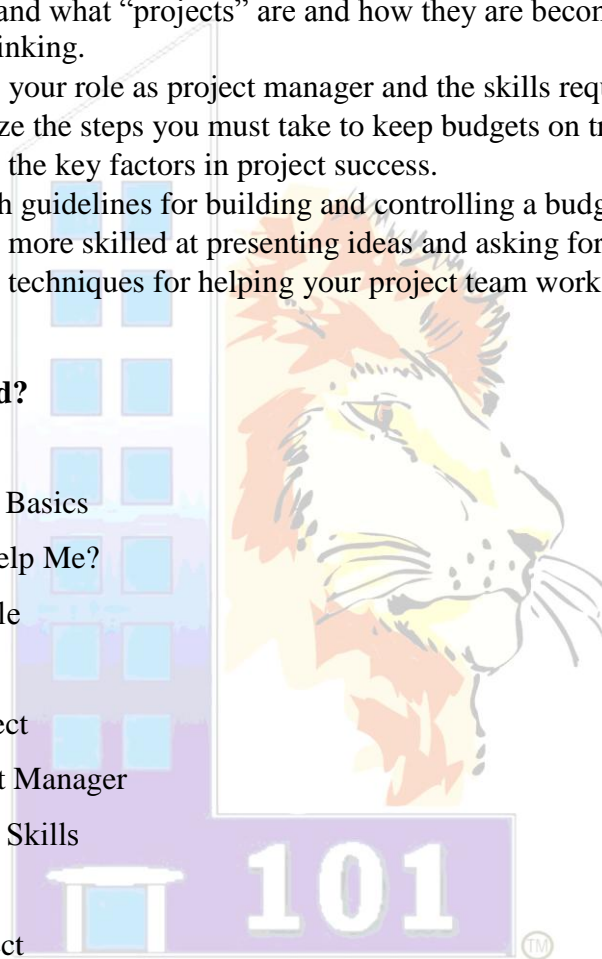
Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is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

Workshop Benefits:

- You will understand what “projects” are and how they are becoming a part of organizational thinking.
- You will identify your role as project manager and the skills required of you.
- You will recognize the steps you must take to keep budgets on track and on budget.
- You will identify the key factors in project success.
- You will establish guidelines for building and controlling a budget.
- You will become more skilled at presenting ideas and asking for feedback.
- You will identify techniques for helping your project team work together.

What Will Be Discussed?

- ✓ What is a Project?
- ✓ Project Management Basics
- ✓ How Can Projects Help Me?
- ✓ A Project's Life Cycle
- ✓ Selling a Project
- ✓ Preparing Your Project
- ✓ The Role of a Project Manager
- ✓ A Project Manager's Skills
- ✓ Project Goals
- ✓ Laying Out the Project
 - The SOW
 - Project Planning Worksheet
 - Writing Reports
- ✓ Project Risks
 - Risk Inventory
 - About Risks



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- Reducing Risks
- ✓ Contingency Planning
- ✓ What Really Needs To Be Done?
 - Beginning to Plan
 - Charting Your Course
 - Milestones
- ✓ The Work Breakdown Structure
- ✓ Planning Tools
 - The Network Diagram
 - PERT
 - Gantt Charts
 - Flow Charts
- ✓ Scheduling
- ✓ Budgets
- ✓ Teamwork
 - Why is Teamwork Important?
 - Building a Winning Team
 - The Team Machine
- ✓ Developing Teams
 - Four Issues to Address with Project Teams
 - Team Development
 - Earthquake!
- ✓ Communication
- ✓ Closing Out A Project
- ✓ Team Meetings

