

Project Management Skills for Non-Project Managers

Course Length: Half Day

Course Description

Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.

Course Objective: You will identify methods of effectively managing small- to medium-sized projects and achieving their stated objectives.

Target Student: This course is intended for a wide range of managers and staff members who need to successfully manage small- to medium-sized projects.

Prerequisites: There are no prerequisites for this course.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Plan the project and its parameters, including its scope, requirements, resources, and constraints.
- Implement the project plan, which includes putting the work of the project in motion and delegating tasks, and then monitoring the progress of the project and managing changes as they arise.

Course Content

1. Planning the Project

- Topic 1A: Define the Project Requirements
- Topic 1B: Create Your Project Plan

2. Implementing the Project Plan

- Topic 2A: Execute the Project Plan
- Topic 2B: Monitor the Progress of the Project
- Topic 2C: Negotiate for Success
- Topic 2D: Evaluate the Process

