

# Project Management Preparation for Success

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Much of the work that you do can be organized as a project. The ability to successfully define and subsequently manage a project is quickly leaving the realm of the extraordinary and is becoming a core competency for many organizations. Managing a project is not easy and project management skills do not come naturally to many people. Fortunately, the skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

## Prerequisites

- None, this class provides a basic overview of all aspects of project management

## Learning Objectives

At the end of this class, participants will be able to:

- Understand the value of utilizing appropriate project management processes
- Define the various aspects of a project
- Build and maintain an appropriate project workplan and budget
- Proactively identify and manage scope, issues, communication and risks
- Determine the appropriate methods to manage project documentation
- Identify the appropriate level of quality required and manage to that level
- Identify a set of metrics to improve processes and declare project success

## Who Should Attend

- Project managers and team members that manage and work on projects
- Managers that manage project managers and monitor project status
- Clients, customers and all stakeholders that participate on projects

## Course Outline

- Overview
- Defining a project
- Building a schedule and budget
- Managing the schedule and budget
- Managing issues and scope
- Managing communication and risk
- Managing project documentation
- Managing quality and metrics

The class contains numerous exercises, as well as a major eleven-part case study.

## Class Length

- Four days