



Project Management Essentials

Audience: New Project Managers and Project Leaders

Size: 10 - 20 participants

Length: 1 day

Description:

This highly interactive workshop exposes new project leaders to fundamental tools and frameworks for achieving project success in complex business environments. Focusing on the *Art* of project management (cultivating relationships, understanding stakeholder interests, marketing, etc.) rather than the *Science* (forecasting, scheduling, budgeting, etc.), the session format includes small group activities, facilitated discussion and independent project work on a real-world assignment.

Session Topics:

- Identifying project success factors.
- Exploring the role of project leader from the perspective of various stakeholders.
- The process of managing projects.
- The project leader's responsibilities in project planning, project control and building and maintaining relationships.
- Chartering projects.
- Essential tools: Affinity Diagram, Tree Diagram, Implementation Table and Gantt Chart.
- Strategies for managing remote, client, vendor, and dotted-line team members.
- Marketing for sustained project support.
- Managing in fast-iteration markets.

Etc.

This workshop is ideally suited for white-collar workers who complete or lead projects and want to get better results. This course offers engineers, software designers, and building and construction managers a glimpse at critical non-technical success factors absent from traditional project management training. Participants in these and related fields should develop additional competency in more-advanced project management skills such as critical path, scheduling, budgeting, and using MS Project.