

# PROJECT MANAGEMENT

## IMPACT ON THE ORGANIZATION

As organizational work increasingly revolves around organizing and managing resources, it becomes more crucial for managers to master the skills and techniques needed to deliver projects on time and on budget. This three-day program brings together all the tools, techniques, and activities managers need to successfully define, plan, and organize any project, keep it on track, and guide it to success. Participants will also learn the “soft” skills of project team leadership, including how to work with team members to maximize productivity, accountability, effectiveness, and performance.

## LEARNING OBJECTIVES

- Understand how well your organization currently performs each of the six components of Project Management
- Identify the four phases of a typical Project Life Cycle, and the key activities during each phase
- Learn to define a project, and construct a Work Breakdown Structure (WBS), Deliverables Breakdown Structure (DBS), and a network diagram
- Apply the principles and use forms associated with each phase of project management in a classroom simulation
- Learn how leadership style and communication can impact team success

This 3-day program introduces the key tools, techniques, and interpersonal skills required to successfully manage any project. Participants will learn how to create project definitions, Work Breakdown Structures (WBSs), Deliverable Breakdown Structures (DBSs), and Gantt and PERT/CPM charts. They will also learn how to plan and manage staffing, cost estimation, and scheduling. In addition to tools and techniques, they will practice and learn the key personal and management skills needed to successfully run projects: leading meetings, ensuring accountability, measuring progress, making corrections, and dealing with the unexpected. To apply everything they’ve learned, participants will run a simulated project from start to finish, using all appropriate forms and tools.

**TIME INVESTMENT:** Typically 3 days

## CUSTOMIZATION

This program can be customized to reflect your organization’s procedures, policies, cases, examples, and terminology. Please inquire about these optional consulting services.

