Current Project Management Techniques to Increase Efficiency- One Day course

Module 1: Project Management Basics

In this Module, we will discuss:
- What a project is
- What project management is and what a project manager's role is
- The project life cycle
- The key players in a project
- How to prioritize projects
- The basic project information you need to gather

Module 2: The Conceptual Phase

In this Module, we will discuss:
- Creating a vision statement and setting goals for your project
- Creating a target chart for your project
- Creating a Statement of Work
- Creating a detailed Project Planning Worksheet

Module 3: The Planning Phase

In this Module, we will discuss:
- How to identify the tasks that will make up your project and the resources that you will need
- What risks and constraints are and how to manage them
- How to identify what resources you will need
- What a Gantt chart is

Module 4: Execution and Termination

In this Module, we will discuss:
- How to manage changes as the project is executed
- What tools to use to track your project's progress
- How to set up status meetings
- Ways to close a project