

Manage Projects

This three-hour workshop will help you teach participants how to:

- Recognize what steps must be taken to complete projects on time and on budget.
- Know how to use simple techniques and tools for planning and tracking your project

Introduction and Course Overview

You will spend the first part of the workshop getting to know participants and discussing what will take place during the workshop. Participants will also have an opportunity to identify their personal learning objectives.

Beginning to Plan

One of the toughest challenges at the beginning of a project is to identify the activities that must be done in order to see the project through to completion.

Case Study: Pete's Construction

Participants will arrange the steps of building a house into order.

Preparing a Basic Schedule

This section outlines how to create a basic work schedule and perform time estimations for each project milestone.

Exercise: Estimated Times

Participants will practice estimating times to complete each milestone in a sample project.

Work Breakdown Structure

This process involves further breaking down milestones into smaller tasks or individual components.

Two Basic Tools

This section covers Action Planning Worksheets and Milestone Charts.

PERT Diagrams

This section covers the Program Evaluation Review Technique.

Gantt Charts

Participants will cover this important staple of the planning world.

The Network Diagram

This section will cover the tried and proven way to organize/sequence the steps in everything but the simplest project.

The Flow Chart

Participants will cover the flow chart, a step-by-step analysis of information and activities based on different outcomes.

Workshop Wrap-Up

At the end of the workshop, participants will have an opportunity to ask questions, fill out a personal action plan, and complete a workshop evaluation.