

# Manage Projects

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

- Understand what is meant by a project.
- Recognize what steps must be taken to complete projects on time and on budget.
- Have methods ready for keeping their team focused and motivated.

## **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.

## **What is a Project?**

The difference between regular work and a project will be discussed.

## **Project Management Basics**

Participants will define project management and look at the various phases a project undergoes.

## **Preparing for a Project**

Participants will discuss eight topics related to project preparation.

## **The Life Cycle of a Project**

This section outlines in detail the four stages of a project.

## **Additional Considerations in a Project Management**

Participants will cover milestones, why some projects end in failure, and ways in which a project can be ended.

## **The Statement of Work**

This section outlines the details and individuals that are associated/affected by a Statement of Work. Participants will also review a sample project planning worksheet and go over some details on writing a report.

## **Closing Out a Project**

This final section outlines how a project will wind down as it nears completion and covers how to tie up any loose ends.

## **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.