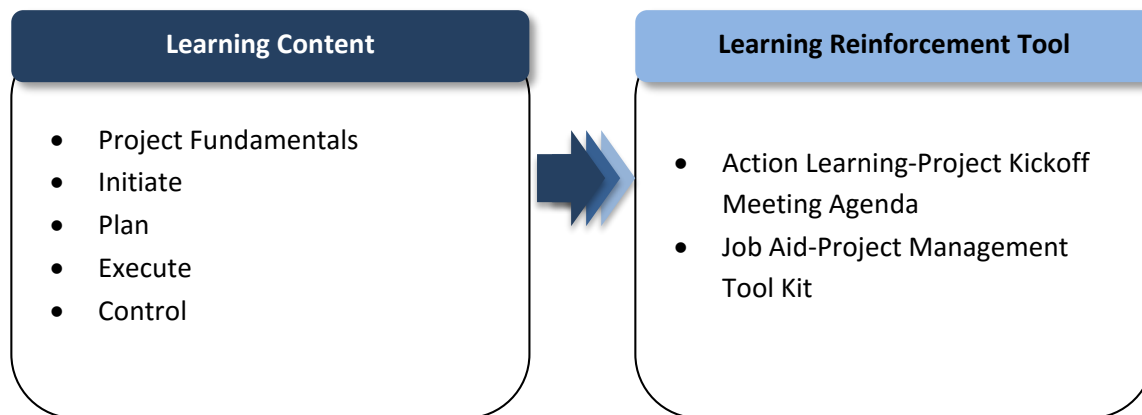## Project Management

Proper planning is the key to success in any endeavor. This program is a hands-on workshop for managers planning projects or working on project teams. Participants gain an understanding of the entire project management process, as well as strategies they can use to enhance the effectiveness of project execution. They learn how to use key project management tools by applying the principles and techniques directly to their own project, which reinforces learning while contributing to project success.

Participants will learn the steps required to effectively launch and manage a project.

Program Outcomes

- Perform a project needs assessment and write goals, requirements and deliverables
- Create key project documents
- Build a project schedule by estimating time, costs and resources
- Demonstrate the requirements for success for each of the five phases of a project

Learning Process

Learning Content	Learning Reinforcement Tool
• Project Fundamentals • Initiate • Plan • Execute • Control	• Action Learning-Project Kickoff Meeting Agenda • Job Aid-Project Management Tool Kit

Program Length   8 Hours

Potential Applications

All or part of this course could be part of a solution to help organizations with the following objectives:
- Improve project outcomes by involving managers and individual contributors in project management
- Support new project initiatives
- Use project management processes on formal and informal initiatives