

Just the Right Amount of Project Management For the Non Project Manager



Many people do not understand project management. Many professionals need project management but do not need the “full” version. Professionals such as sales people, small business professionals, and chief operation officers of small to medium size companies would benefit from just the right amount of project management.

The project management methodologies applied in this seminar are lean. Participants gain just the right amount of project management expertise to take back to their projects and implement successfully. This course is not agnostic towards the more thorough processes involved in planning and managing projects but is aligned with a leaner view of these processes.

What You Will Learn

Participants will learn:

- Why project management is needed for professional success
- Simple steps for starting a project off correctly and managing it through the project cycle
- Simple tools for keeping track of roles and responsibilities
- The importance of interim milestones
- How to successfully and effectively implement just the right amount of project management when you return to your company

How You Will Benefit

You will discover how managing projects in a more consistent way will save you time and effort. You will also be able to reduce the amount of conflict and confusion with the important stakeholders in your company by having clearer objectives and plans. You will significantly improve the probability of meeting your objectives and eliminating project and schedule cost overruns.

Course Outline

- Project management and professional success
- Overview—Knowledge and Process of Managing Projects
- Initiating Projects
- Project Scope Planning and Definition
- Organized task lists
- Resource and Cost Planning
- Responsibility Charts
- Scheduling
- Milestones and bar charts
- Managing Risks
- Risk Tracking
- Change Management and Project Execution
- Tracking Status
- Closing Project
- Lessons learned
- Taking project management back to your workplace
- How much is “just the right amount” of project management
- Leading your project team

Attendees will observe project examples and sample documents used to effectively and simply manage projects.

Who Should Attend

Non-project managers, sales managers, small business professionals, operational managers, beginning project managers, project coordinators, business analysts, project team members, functional supervisors and other business professionals working in projects

Delivery Format:

One day instructor-led seminar or webinar