



LIVE SEMINAR

# Fundamentals of Project Management



## THIS SEMINAR AT A GLANCE:

- Set and communicate objectives
- Create sound budgets
- Schedule tasks
- Assign responsibilities
- Implement plans
- Control expenses
- Monitor and report progress
- Recruit team members
- Deal with constraints
- Anticipate changes
- Prioritize needs
- Renegotiate deadlines

# Fundamentals of Project Management

SEMINAR SUMMARY



## Learn the skills you need to manage a project successfully from beginning to end

Knowing the “hard” skills of project management (planning, scheduling, budgeting and all the rest) is only half of it. The other part of the job — and often the most challenging for newcomers — requires proficiency in such critical areas as communication, team building and leadership.

This two-day workshop is the most practical and comprehensive introduction to the many facets of project management you’ll find anywhere. As a participant, you’ll get a thorough briefing in the nuts and bolts of planning, scheduling and budgeting and discover the communication skills it takes to get ideas, instructions and requests across quickly and accurately.

### Benefits of this program:

- Learn the imperative questions to ask before you even begin — get the information that will make certain you key in on what is expected, by when and at what cost
- Practice using the planning and scheduling tools that professional project managers use (GANTT charts, the critical path method, work breakdown structures and more)
- Discover the best places to find the people you’ll need, how to articulate the kind of skills, attitudes and work habits you’re looking for

### Who Should Attend?

- Self-taught project managers seeking formal training and new skills
- Project teams having trouble juggling their tasks and responsibilities
- People with limited experience in spearheading projects
- Anyone about to step into a project management role

## PROGRAM AGENDA

### How to begin every project with your eyes wide open

- Goals? Objectives? Desired outcomes? How to determine precisely what your project is expected to accomplish
- An 11-point checklist to make sure you and the project sponsor are on the same page right from the beginning
- How to avoid the “flat forehead syndrome” — using team brain-storming to identify all required tasks well in advance
- What work truly deserves “project” status
- Team and individual assessment: Do you have the right people, with the right skills, to do the job?

### The planning it takes to pull off a glitch-free project

- Work breakdown structure — what it is, how it works, and ways to use it to consolidate and prioritize tasks
- How to determine the time it takes to do a task — a nearly foolproof formula to help you arrive at a realistic time frame
- GANTT charts and critical paths: two scheduling tools that can help you spot potential conflicts and fine-tune your timing
- Seven steps to create a budget that’s realistic, manageable and flexible
- What to look for when you put together your “on loan” project team: personality traits and skill sets to weigh

### How to set your project in motion

- Put it in writing? Call a meeting? Send an email? Set up a one-on-one? Your communication options and when to use each
- An eight-point checklist for productive team meetings
- When you have bad news . . . ways to soften the blow without sugarcoating the facts

### Why you need to keep a close watch on your project’s progress — and how to do it

- Planned vs. actual — how a GANTT chart can alert you to any serious deviations from plan
- The importance of meeting milestones and the domino effect of missing them by even a little
- Minding the money— how to cope with cost overruns and ways to minimize their effect
- “Crashing” a project: what it means, when to do it and how to predict its outcome
- Lessons in project problem-solving: specific steps to take when . . .
- Shoddy work or mistakes repeatedly undermine progress
- Work overload threatens team burnout
- Once-reasonable deadlines become impossible to meet
- Time and money are suddenly in short supply



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