

PROJECT MANAGEMENT INTRO FOR SMALLER ORGANIZATIONS



Are you an "accidental" project manager in a small business? Do you have project management responsibilities in addition to your "real" job? Need to run better projects? Here's your opportunity to get help - attend this 4-hour project management seminar.

Who should take this course?

This course is for anyone interested in learning about formal project management techniques, including project managers, project team members, functional managers, and senior managers.

Course Objectives

By the end of the class you will be able to:

- Understand more about project management.
- Produce better project plans.
- Reduce project risk.
- Capture the complexity of your projects.
- Stay on top of your projects while they are underway and through completion.
- Waste less time and money fighting fires.
- Present a more organized and professional management style.
- Have more success completing your projects on time, and to budget.
- Utilize a project management concept known as "float" to better manage your projects.

Course Content

- What is a project?
- What is project management?
- Who uses project management?
- Who is the Project Management Institute?
- What drives the need for project management?
- Areas of project management
- Project balance
- The role of the project manager
- The Basic Project Management Process
- Assembling a team
- Project charters
- Phase exit checklists
- Project scope
- Work Breakdown Structures
- Network diagrams
- Estimating durations
- CPM Scheduling
- The importance of Total Float
- Obtaining stakeholder buy-in
- Issue tracking
- Adjusting the plan
- Project closure
- Common project pitfalls
- Next steps

Course Details

- **Length** 4 hours
- **Credits** 4 Professional Development Units (PDUs)
- **Prerequisites** None
- **Availability** On-site at your location and select public locations.
- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.
- **Format** Classroom environment—no computers required.

"Awesome presentation—exceeded my attendance objectives."

"...well thought out, and will be useful to my job."

"Good course—nicely organized."

"Very knowledgeable and experienced instructor."

Call 1-866-PM-ASSIST today or visit us at WWW.CONSULTING.KY



Project Management Training

If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management best practices training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Skills for Success (5 days)**
- **CAPM Certification Preparation (5 days)**
- **PMP Certification Preparation (5 days)**
- **Microsoft Project Best Practices 101 (1 day)**
- **Microsoft Project Best Practices 102 (1 day)**

Key Consulting Inc.

Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you:

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).

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“I’ve taken Microsoft Project classes before - but this time a light went off.”

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