



## *Project Management*

The objective of this two-day workshop is to help project managers work more effectively in identifying and implementing project opportunities. Project management can be a very complex and challenging process. Yet, there are established ways to increase effectiveness and efficiencies while providing an opportunity for significant cost savings.

There are many scientific approaches to project management that utilize an existing body of knowledge called the "Project Management Body of Knowledge." In this two-day course we cover the common elements of existing methodology plus individual skills and tools to make future projects more profitable for all stakeholders.

### **Learning Objectives**

- To understand the basis for Project Management
- To understand the value of Project Management
- To understand the science of Project Management
- To identify common elements, decision points, and phases of projects
- To know that we use Project Management steps everyday in our lives
- To know how to apply a structured approach to the challenge of completing projects on time, on budget, and as expected

<b>Outline</b>	<b>Time</b>
Introduction to Project Management	
Why projects go bad	
The value of Project Management	
To understand the ways people communicate	
Using a process approach to effective problem solving	
Identifying unique behavior preferences in individual styles	
Understanding the steps to Project Management	
A "phased" approach to initiating and implementing projects	
How to hold a project "kickoff" meeting	
Tools for planning a work breakdown structure in each phase	
O.A.S.I.S.	
Project Management on small or repetitive projects	
Summary and close	

<b>Audience</b>	<b>Length</b>	<b>Tools</b>	<b>Participants</b>	<b>Format</b>
Supervisors, Managers, and Professionals	2 days	Work Breakdown worksheets	12 — 18	Classroom, leader led, interactive, skills practice, self-evaluations