

Project Management Essentials for Non-Project Managers

Training Workshop

August 2-3, 2017
Anchorage, AK

Sponsored By:



Course Instruction By:



Course Description

This course introduces project management concepts and sets a baseline for understanding terminology. It provides students with techniques to effectively manage and participate in small projects. Students will learn to apply elemental basics of project management to their work and create action plans for on-the-job application.

Intended Audience

This course is designed for anyone who needs to know how to manage tasks or small projects with a structured approach to ensure success. There are no prerequisites for this course.

Course Learning Objectives

- Explain project management terminology and concepts
- Understand project management processes and why they are important
- Explain the roles and responsibilities of project team members and the concept of stakeholders
- Use standard project management tools and techniques to manage project work
- Understand what information should be collected to report status to stakeholders
- Communicate project status using a thorough checklist
- State project objectives using SMART guidelines
- Understand project schedule concepts and potential impacts to the schedule
- Understand project risk concepts and the importance of identifying risk up front

About the Trainer

Management Concepts is the nation's premier provider of professional development, performance improvement, and talent management solutions for the public sector. Since 1973, they have collaborated with and supported every major agency in the Federal government, thousands of state and local government offices, numerous non-profit organizations and universities, and hundreds of corporations; unleashing the potential of more than one million individuals and enhancing the performance of teams and organizations.

Course Schedule

AUGUST 2, 2017	
MORNING	Continental Breakfast Provided
	Lesson 1: Project Management Overview <ul style="list-style-type: none"> ▪ What is a Project? ▪ What is Project Management? ▪ Projects are Customer-Driven ▪ What are Competing Demands? ▪ Project Management Knowledge Areas ▪ Project Management Process Groups ▪ The Project Life Cycle
	Lesson 2: Defining the Project <ul style="list-style-type: none"> ▪ Project Management Process Groups ▪ Why Do Projects Get Initiated? ▪ What are Stakeholders? ▪ Definition of a Team ▪ What is a Project Charter?
	Lesson 3: Planning the Project <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ What is Planning? ▪ Why Plan Projects? ▪ What is a Project Management Plan? ▪ Approaches to Planning ▪ Iteration through a Project
LUNCH	Lunch provided
AFTERNOON	Lesson 4: Organizing the Scope <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ Why Elaborate Scope? ▪ What is a WBS? ▪ Work Packages
	Lesson 5: Scheduling the Project <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ Why Schedule? ▪ The Scheduling Process ▪ What is a RAM? ▪ Activity Estimates ▪ The Critical Path ▪ Portraying the Schedule

AUGUST 3, 2017	
MORNING	Continental Breakfast Provided
	Lesson 6: Project Budgeting <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ What is a Project Budget? ▪ The Spend Plan ▪ Balancing Scope and Cost
	Lesson 7: Planning for Risk <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ Why Plan to Manage Risk? ▪ What is a Risk Management Plan? ▪ Risk Management Process
	Lesson 8: Approving the Project Management Plan <ul style="list-style-type: none"> ▪ Project Management Process Group ▪ Control Gate Reviews ▪ Performance Measurement Baseline
LUNCH	Lunch Provided
AFTERNOON	Lesson 9: Managing the Project
	Lesson 10: Closing the Project
	Lesson 11: Course Summary
	Course Exam*

*Management Concepts will provide a Certificate of Completion dependent on full class attendance, active participation in individual and group exercises, and a final exam grade of 70% or higher.