



## Project Management Training Understanding Project Management

**Description:** Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This course is not intended to take you from a supervisory or administrative position to that of a project manager. However, this course will familiarize you with the most common terms and the most current thinking about projects.

**Session One:** Course Overview.

**Session Two:** What is a Project?

**Session Three:** Project Management Basics

**Session Four:** Pre-Assignment Review

**Session Five:** How Can Projects Help Me?

- The Benefits of Projects
- Case Study: Mary Marvelous

**Session Six:** A Project's Life Cycle

- The Life Cycle
- Stages of a Project

**Session Seven:** Selling a Project

- Tom Peters
- The Priority Matrix

**Session Eight:** Preparing Your Project

- Things to Consider

**Session Nine:** The Role of a Project Manager

- A Project Manager's Skills
- Key Skills

**Session Ten:** Project Goals

**Session Eleven:** Laying Out the Project

- The Statement of Work
- Individual SOW
- Project Planning Worksheet
- Writing Reports

**Session Twelve:** Project Risks

- Risk Tolerance
- About Risks
- Reducing Risks

**Session Thirteen:** Contingency Planning

**Session Fourteen:** What Really Needs To Be Done?

- Beginning to Plan
- Preparing a Basic Schedule
- Other Scheduling Factors
- Planning My Project
- Scheduling My Project

**Session Fifteen:** The Work Breakdown Structure

**Session Sixteen:** Planning Tools

- Two Basic Tools
- PERT
- Gantt Charts
- The Network Diagram
- The Flow Chart

**Session Seventeen:** Budgets

**Session Eighteen:** Teamwork

- Why is Teamwork Important?
- Building a Winning Team
- The Team Machine



**Session Nineteen:** Developing Teams

- Four Issues to Address with Project Teams
- Team Development

**Session Twenty:** Aspirinia

- Decision Information
- Individual Action Steps
- Group Planning
- Exercise

**Session Twenty-One:** Communication Tips

**Session Twenty-Two:** Closing Out a Project

**Session Twenty-Three:** Team Meetings

**Session Twenty-Four:** Presentation Primer

**Session Twenty-Five:** Project Presentations

- Preparation Time
- Presentations
- Feedback and Evaluations
- Workshop Wrap-Up