



Basic Project Management

GOAL: Effective project management is of critical importance in industry today. Whether you are developing new products or processes, understanding how to manage and schedule the details including personnel and materials is important to your success.

BENEFITS OF TRAINING: By the end of this workshop you should understand how to plan, schedule and manage projects. You will know how to complete them on time and within budget. While running a project you will know how to identify jobs that are stalling and get them back on track.

HOW THE PROGRAM WORKS: The workshop will focus on using familiar tools, such as spreadsheets, to effectively manage projects. Gantt charts, Critical Path Analysis and PERT will be discussed.

PROGRAM OUTLINE:

You will learn about

- Defining the project goals
- Establishing the project team
- Determining what needs to be done
- Setting a realistic schedule
- Dividing the work load
- Monitoring project progress

METHODOLOGY: Training sessions are comprised of lecture, hands-on workshops utilizing actual project materials, written exercises, large and small group discussions, PowerPoint and video recording.

WHO SHOULD ATTEND: Project managers, project coordinators, team leaders, business or functional line managers, and project team members responsible for the initiation, development and delivery of products and services.