Foundations of Project Management

Presented by Granite State College

Improve Results Across Your Organization with Project Management

Within your day-to-day operations, have you ever struggled to achieve certain strategic objectives while also operating your business? In these moments, you may wonder: how do other companies pull it all together? The answer is often project management. Most professionals have a general understanding of project management, but few have taken a closer look. *Foundations of Project Management* facilitated by Granite State College will help bridge this gap.

Participants Will

- Apply various project management processes and tools to effectively deliver on time and within budget, and to communicate effectively with project stakeholders
- Determine and manage risk for strategic and ethical decision-making
- Respond positively to changing project management environments including human resources, cost, timelines, and workflow
- Conclude the Academy with a fully realized project plan that's ready for implementation

Full details available on reverse.

Workshop Information:

Length:

Three Days
10 individual modules, two-hours each
Custom options available

Location:

Flexible to your convenience

How Many Participants?

20 (minimum) and 25 (maximum)

Participation certificate awarded upon completion (optional: CEUs or PDUs)

To Learn More, Contact:

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Granite State College
LEARNING SOLUTIONS

DAY 1

1. **Introduction to Project Management**
Explore the definition of a project and how it differs from normal operations. Look at the typical responsibilities of project manager versus an operations (line) manager, comparing the similarities and the differences.

2. **The Process of Selecting the Right Project**
Project success begins with confirming that "this project" is the "right project" to prioritize for the organization. Identify the questions that must be answered before initiating the project.

3. **Project Initiation**
Address your first two tasks as a project manager: determine which project management approach is best for the project at hand and work with their project sponsor to define the scope of the project within a project charter.

DAY 2

4. **Stakeholder and Communications Planning**
Examine the methods used to identify project stakeholders and develop their various communications requirements. Using the project identified in the Charter, develop two matrices to be used during the project to assist in managing communications.

5. **Project Scope Definition and Work Identification**
Establish the foundation of the project plan by deconstructing the scope of the project into its various work elements. You'll work together with other participants to develop a Work Breakdown Structure (WBS) for a typical business project.

6. **Developing the Project Schedule and Budget**
Using the WBS from the previous module, work together to build a resource loaded project schedule and a related project budget.

DAY 3

7. **Project Risk Management**
Identifying potential project risks and what the project team could do if the risk occurs is one of the most important tools in project management. Learn the four possible risk responses, how to develop a weighted risk, and how to conduct a project risk analysis session.

8. **Leadership and the Project Manager**
Project Manager or Project Leader? Identify the differences between these often-interchanged titles and discuss which approach is most useful under various scenarios.

9. **Monitoring the Project and Responding to Change**
Change is inevitable within the life of a project. Learn how to respond to project change when it happens, using various tools and techniques to assist in keeping the project on an even keel. You'll also explore status reports and staying on top of the project.

10. **Completing the Project**
An often-overlooked project activity, properly recognizing the official end of a project – either through completion or cancellation – can be helpful to other projects. Examine the importance of "lessons learned" and "retrospective surveys", as well as team membership recognition.

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