



Project Management: Understanding

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 session is not intended to take participants from a supervisory or administrative position to that of a project manager. However, these three days will familiarize participants with the most common terms and the most current thinking about projects.



This three-day session will help you teach participants:

- What is meant by a project.
- What steps must be taken to complete projects on time and on budget.
- How to sell ideas and make presentations.
- Simple techniques and tools for planning and tracking your project.
- Methods for keeping their team focused and motivated.

Introduction and Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the session. Students will also have an opportunity to identify their personal learning objectives.

What is a Project?

To begin, participants will explore what a project is and isn't, and how it is different from regular work.

Project Management Basics

Next, participants will explore what project management is. Participants will also look at the five process groups and nine knowledge areas as defined by the Project Management Institute in their PMBOK guide.

How Can Projects Help Me?

During this session, participants will work through a case study that will demonstrate how projects can benefit us, even if we already feel overworked.

A Project's Life Cycle

This session will introduce participants to the four phases of a project's life cycle: conception, planning, execution, and termination.



Selling a Project

Next, participants will learn some ways to prioritize and sell projects.

Preparing Your Project

During this session, participants will work in small groups and discuss six things to consider when planning your project.

The Role of a Project Manager

This session will look at the key skills required for success as a project manager.

Project Goals

Next, participants will learn about SMART goals, and how they can be modified to ensure project success.

Laying Out the Project

Day One will conclude with information on the project charter, Statement of Work, and project planning worksheets. Participants will also receive tips on writing project reports.

Project Risks

During this session, participants will evaluate their personal risk approach. Then, participants will discuss how to identify and reduce project risks.

Contingency Planning

This session will continue the topic of risks by discussing what contingency plans are and what they should include.

What Really Needs To Be Done?

In this session, participants will help Pete lay out and schedule tasks for his home construction project. Participants will also lay out and schedule tasks for their own project.

The Work Breakdown Structure

Next, participants will learn about the WBS (Work Breakdown Structure), a key element in planning any project.

Planning Tools

This session will introduce participants to various project planning tools, including action planning worksheets, milestone charts, PERT, the Critical Path Method, Gantt charts, network diagrams, and flow charts.

Budgets

During this session, participants will learn about what a project budget should include and ways that it can be built.

Teamwork

In this session, participants will explore ways to motivate their project team.



Developing Teams

This session will look at four major issues that are critical to the success of a project team. We will also look at Jensen and Tuckman's four stages of team development.

Earthquake!

This hour-long case study will give participants hands-on experience with team building and problem solving.

Communication

Next, participants will learn about four keys to successful project communication.

Closing Out a Project

During this session, participants will learn about how to plan for successful project termination.

Team Meetings

This session will give participants some ways to make the most of team meetings.

Project Presentations

During the afternoon of day three, participants will prepare and present a short presentation on their chosen project (selected as their pre-assignment).

Session Wrap-Up

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.