Project Management Skills

How to successfully handle multiple and complex projects

On any given day, you may be asked to handle a large, complex project or juggle many small-scale projects at the same time –

Project Management Skills is a hands-on program that offers a practical and systematic way to organize the three critical components of successful project management –

- Planning, implementing, and controlling your project,
- Managing your project team, and
- Solving project problems.

Using real job-related project assignments, participants learn to manage key project elements with confidence – tasks, charts, schedules, metrics, resources, budgets, and people.

No matter if you're new to project management or a seasoned pro, the five-step approach described in **Project Management Skills** can help you get a better handle on your next project.

What's your next project?

- Develop a new product, program or service
- Plan a company-wide event
- Write a grant proposal for an innovative program
- Prepare an emergency/disaster plan for the organization
- Improve your organization's succession planning and talent management, processes
- Improve collaboration and the flow of information between work groups and departments
- Purchase and install new enterprise software
- Merge two company units or two organizations
- Implement a new preventive maintenance program

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Program Topics

Overview of the basic purpose, concepts and tools of effective Project Management

Types of projects • Identifying your best work-related opportunities for Project Management • Going upstream to find the root of the problem • The Project Management Life Cycle • Analyzing characteristics of projects that fail • Criteria for successful management of projects

Assessing your project work environment

Importance • Uniqueness • Capacity • Authority and control • Risk

Identifying and defining your project

Identifying the need, key issues, stakeholders, and problems addressed by the project • Obtaining a system-wide perspective of the project • The project charter • Managing stakeholder expectations • Defining the deliverables and outcomes • Ensuring authority levels match the requirements of the project • Setting specifications and criteria of quality • Project scope: what the project is supposed to do and not supposed to do

Work Area Assignment: Developing a Work Breakdown Structure (WBS)

Elements of an effective WBS • Errors to avoid with a WBS • Activity sequencing • Various WBS designs/templates

Recognizing organizational factors that influence the outcomes of your project

Conducting an environmental scan • Identifying and managing constraints that limit your project's success • "What if …?" – how to anticipate contingencies • Effective strategies for implementing a project

Planning project resources

Estimating project resources, costs, and time • Developing a budget that serves as an effective management tool • Scheduling tools: Gantt, PERT, critical path and other common techniques • Using computer software for managing your projects

Common metrics used for evaluating projects

Financial (net present value, ROI, EVA, etc.) • Productivity (cycle time, time to market, labor hours, etc.) • Behavioral • Weighing front-end costs vs. back-end benefits

Monitoring your project's progress

Designing data gathering systems and reports that provide timely and meaningful information • How to establish project benchmarks, checkpoints and milestones • Strategies for rescuing troubled projects • Managing and improving project processes

Coordinating and controlling the project

Using data to assess and re-allocate resources as needed • Going beyond the data to "see the unseen" • Maintaining effective communications and flow of information with team members and key stakeholders • Making modifications that stay aligned with the project purpose and goals

Project communications

Distributing critical project information • Maintaining timely reporting of project performance • Tools for effective communications • Planning and conducting project team meetings

Problem solving and troubleshooting

Typical problems found in managing projects and how to avoid them • Identifying the root causes behind a problem • Techniques for group decision-making and problem solving

## Working with project team members

Basics of building a successful project team • Establishing support with non-team members • Common problems encountered by project teams • Managing conflict and finding win-win solutions • When and how to work with other stakeholder

Evaluating the results of the project

Project termination and follow-up decisions • Transforming lessons learned into continuous improvement and organizational learning

Project-based learning with proven results

◆ Bring your own work-related project – – and leave with a project action plan in hand

◆ 2- and 3-day programs available. Our 3-day program has more lab time for developing your project plan and with guidance from our experienced consultants

◆ *Project Planning Toolkit* - with worksheets, checklists, helpful tips, and job aids to assist you throughout each stage of the project management process
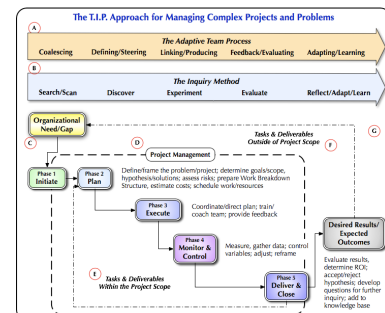
Sample job aid from *Project Planning Toolkit*