



Project Management Essentials

We have recently revised and improved this fundamental level 3-day course.

This is our most popular course. It is designed to give new project managers and project team members the essential tools they need to deliver successful projects. We cover the complete project lifecycle, from initiating, through project planning project planning and execution, and to project close-out.

As well as a great learning experience for an individual, it is also suited for “jump-starting” an entire project team about to embark on a project. Like our other courses, it can be “customized” to your organization’s environment.

PARTICIPANT EVALUATIONS

“Without a doubt the best course I have attended...very informative, exceptionally well organized, presenter was a blast!” Lori Clarke, *Department of Health*

“Excellent course content...Stimulated much positive conversation with peers in class” Larry Allen, *Bell Canada*

“Incredibly knowledgeable instructor, incredible enthusiasm” Fred Wagner, *Grand River Hospital*

“Excellent. Good use of tools, humor, real life examples, simple analogies. Did a super job of adjusting to the needs of the group on the fly” Shannon Denovan, *Mutual Group*

“Skills instantly applicable; can take away and use immediately in the work environment,... made the course enjoyable... extremely informative and applicable” Karen Haffey, *AT&T Canada*

LEARNING OBJECTIVES

Participants will gain practical knowledge and skills to be able to:

- Use the terminology and processes of modern project management – project scope, time, cost, and communications management
- Prepare a Project Charter and Project Plan
- Facilitate team discussions in preparing project plans and in executing projects
- Utilize project management templates
- Value the benefits of a consistent project management method

WHO SHOULD ATTEND

The *Project Management Essentials* course is suitable for individuals who are:

- Responsible for managing smaller projects.
- Participants on a project team of any size, especially those who have not yet been exposed to the tools,

techniques and terminology of formal project management.

PREREQUISITE

There is no prerequisite for this course. It functions as a stand-alone course.

MATERIALS

You will receive a course binder containing copies of presentation slides, exercises and suggested solutions.

WHAT YOU WILL LEARN

Introduction and PM Context

- Portfolios, programs, projects
- Project success, project life cycles
- Workshops: Project priorities, project success

Initiating the Project

- Stakeholders and requirements
- Project team, working in a matrix
- Workshops: Project stakeholders, project charter

Planning the Project

- Work breakdown structure
- Project Change Control
- Communications planning
- Estimating
- Project risk management
- Critical path scheduling
- Workshops: WBS, critical path scheduling, change control, project communications plan, risk management, project schedule

Project Execution

- Roles and responsibilities
- Scope management
- Conflict management
- Leadership and motivation
- Schedule control
- Cost control
- Workshops: roles and responsibilities, conflict management, schedule updates, reporting and control

Project Closure

- Closing and lessons learned

Wrap-up

- Workshops: lessons learned

RELATED COURSES OF INTEREST

- *The Complete Project Management Seminar*
- *Microsoft Project Essentials*