

---

## Project Management

This program is designed to teach project management skills using tools that will track key project information from concept to completion in an organized, systematic format. It teaches participants to coordinate a project on time from start to finish within available resources, requirements, and to specifications.

### Program Content:

#### Introduction

- Program Objectives
- What is Project Management
- The Players
- Characteristics of Effective Teams
- Project Life Cycle

#### The Concept Phase

- Identify the Project
- Effective Team Communication
- Communication Strategies to Encourage
- Define Project Goals and Objectives
- Determine Priorities and Establish Support
- Developing Collaborative Relationships
- Preparing a Project Outline

#### The Planning Phase

- Project Leadership Skills
- Identify Tasks
- Identify Resources
- How to Delegate
- Basic Problem Solving
- Planning the Time Element
- Gantt Charts
- Risk Analysis (SWOT)
- Planning the Cost Dimension
- The Outsourcing Decision
- Components of a Project Plan

#### The Execution Phase

- Collecting Information & Status Reporting
- Organizing Effective Team Meetings
- Coaching the Project Team
- Resolving Team Differences

#### The Completion Phase

- Verify the Deliverables
- Project Wrap-up
- Project Completion Checklist
- Moving On