1 – DAY
INTRODUCTION TO PROJECT MANAGEMENT

Introduction

In recent years, particularly in line with cost saving measures as well as in terms of minimizing risk, more and more organizations have seen the usefulness of exploring basic project management as a way to operate more effectively and efficiently.

By having existing employees within the organization taking the lead, and hiring a few short-term team members if colleagues from other departments cannot be seconded to the project, many, many organizations have had successes that result in positive growth and corporate strength.

This one-day workshop is not intended to take participants from a supervisory or administrative position to that of a project manager. However, these topics will familiarize them with the most common terms and practices in terms of working on projects if they are to be involved in projects.

Course Objectives

By the end of this course, you will be able to:

- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project's life cycle
- Sell ideas and make presentations related to pitching a project
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work

Methodology

- Individual exercises, group exercises / discussions
- peer-teaching activities
- Case studies
- Role Play
- Kinesthetic exercises
- Video clips

Who Should Attend?

- Executives, Senior Executives
- Supervisors
- Managers
- Directors
- CEOs
- Heads of Departments
- Leaders

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Course Outline

MODULE 1: INTRODUCTION & COURSE OVERVIEW

- Introduction
- Personal Learning Objectives
- Group Discussion: Problems and challenges I face

MODULE 2: DEFINING PROJECTS & PROJECT MANAGEMENT

- The Role of a Project Manager
- Pre-Assignment Review

MODULE 3: HOW CAN PROJECTS HELP ME

- The Benefits of Projects
- Case Study: Mary Marvelous

MODULE 4: A PROJECT'S LIFE CYCLE

- The Life Cycle
- Stages of a Project

MODULE 5: SELLING A PROJECT

- Tom Peters
- The Priority Matrix

MODULE 6: CREATING A VISION

- The Vision Process
- Making Connections

MODULE 7: PROJECT GOALS

- Setting Goals with SPIRIT
- Your Project's Goals
- Using a Target Chart

MODULE 8: PREPARING YOUR PROJECT

- Laying Out the Project
- The Statement of Work
- Individual SOW
- Project Planning Worksheet

MODULE 9: WORKSHOP WRAP-UP

- Personal Action Plan
- Review and Q & A
- Course Evaluation