Project Management

Overview
Participants will learn how to work through the project management life cycle, including defining the project, developing a project charter, planning and implementation.

Target Audience
All employees, especially team or project managers

Learning Objectives
By the end of the workshop, participants will be able to:
- Identify the key activities in the project life cycle.
- Recognize the components of a project charter and how to appropriately scale them based on the size of a project.
- Understand the role of the “Triple Constraint” in project management and apply it in determining project scope.
- Keep projects on track by managing project risks and effectively using a communication plan.
- Capture valuable project lessons and use them to define and improve project management practices within your organization.
- Develop an action plan for continuing to expand your project management knowledge.

Competencies
- Coaching

Course Content
Participants will learn the basic components of a project including,

- Understanding Project Management and the Project Management Life Cycle
- Defining the Project
- Planning and Scheduling the Project
- Implementation: Project Execution and Control
- Project Closeout and Continuous Improvement
### Who Needs to Take This Course?

1. Are you ill-prepared to manage projects for your department?
2. Are you unsure about the different stages of a project?
3. Do you know how to implement and control a project?

### Format / Length of Course

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<th>Format: Classroom</th>
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<td>Length: 8 hours</td>
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### Cost

$100 (effective 1/1/2019)

### Required

- Project Management Track
- Administrative Professionals Development Program

### Prerequisites

None

### Related Workshops

- Impacting Your Work Processes

### Pre-Work Required?

None

### Manager Actions Required

**Pre-Class:**
- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

**Post-Class Support:**
- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors