



Project Management Essentials (for Non-Project Managers or Those Just Getting Started)

This one-day class will focus on getting non-project managers educated about project management at a general, high level. The class will be a combination of lecture and exercises to enhance the learning experience. The topics will be aligned with best practices and include:

- Why Project Management?
- Project Management terms and definitions
- Project Management process overview
 - a. Project phases – initiating, planning, monitoring, controlling, closing
 - b. What happens in each
- Tools and techniques used in managing projects (definitions and examples only)
- Roles and responsibilities
- Project Planning (team member level)
 - a. Determining tasks
 - b. Estimating
 - c. Milestones
 - d. Dependencies
- Tracking progress – who, what, when
- Status Meetings and their importance
- Risk Management
- Managing project scope changes
- Project communication plans – who, what, when, how
- Issue Management – when and how to escalate
- Project documentation best practices
- Closing the project