

PROJECT MANAGEMENT INTRO FOR SMALLER ORGANIZATIONS



Are you an "accidental" project manager in a small business? Do you have project management responsibilities in addition to your "real" job? Need to run better projects? Here's your opportunity to get help - attend this 4-hour project management seminar.

Who should take this course?

This course is for anyone interested in learning about formal project management techniques, including project managers, project team members, functional managers, and senior managers.

Course Objectives

By the end of the class you will be able to:

- Develop better project plans, and reduce project risk.
- Quickly define the scope of your projects.
- Avoid being overwhelmed by project unknowns.
- Capture the complexity of your projects, and explain them to others.
- Stay on top of a projects when they're underway.
- Spend less time "fighting fires", and more time on your business.
- Present a more professional management image.
- Complete your projects on time, and to budget.

Course Content

- Introduction
- What is a project ?
- What is project management ?
- Why are small organizations different ?
- What is PMI ?
- Time/Quality/Cost
- What is the PM process ?
- Project Charter
- Stakeholders
- Define Project Scope
- What is a WBS ?
- Construct an Initial Plan
- Network Diagrams
- Durations - Effort/Time
- Calculating the schedule
- The importance of "float"
- Obtain Stakeholder Buy-in
- Issues Management
- Risk Management
- Publish the plan
- Collect Progress Information
- Percent Complete
- Remaining Duration
- Analyze Current Status
- Critical Path
- Adjust Float
- Close Project
- Documentation
- Lessons Learned
- Summary
- Checklists
- Common Project Pitfalls

Course Details

- **Length** 4 hours
- **Credits** 4 Professional Development Units (PDUs)
- **Prerequisites** None
- **Availability** On-site at your location and select public locations.
- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.
- **Format** Classroom environment—no computers required.

"Awesome presentation—exceeded my attendance objectives."

"...well thought out, and will be useful to my job."

"Good course—nicely organized."

"Very knowledgeable and experienced instructor."

Call 1-866-PM-ASSIST today or visit us at WWW.CONSULTING.KY





Project Management Training

If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Foundation Course (7 days)**
- **CAPM Certification Review (5 days)**
- **PMP Certification Review (5 days)**
- **Building High Performance Project Teams (1 day)**
- **Using Microsoft Project to Plan and Execute your Projects (2 days)**

Project Management Institute Registered Education Provider

As an approved Project Management Institute (PMI®) Registered Education Provider (REP®), we are authorized to issue Category Three Professional Development Units (PDU) for credit toward meeting the Continuing Certification Requirements (CCR) of the Project Management Professional (PMP®) certification. While PMPs may earn PDU credits from other categories of learning activities, only Category Three PDUs are accepted without question in audits of CCR records. PMPs may also report a Key Consulting course using PMI's convenient online system, rather than having to provide fax or paper documentation.

Key Consulting Inc.

Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).