

Project Management Skills for Non Project Managers

- Course Length: 0.5 Day

Course Overview

From managers to staff members, the need to assume leadership responsibilities for projects is always needed, regardless of your job title. This course will teach you how to make a meaningful contribution by leading others through the stages of planning, executing, and completing a project.

Prerequisites

There are no prerequisites for this course.

Audience

This course is intended for a wide range of managers and staff members who need to successfully manage small- to medium-sized projects.

Course Outline

<u>Course Introduction</u>	3m
<u>Lesson 1 - Planning the Project</u>	1h 6m
Planning the Project	
Define the Project Requirements	
Key Area Analysis: Things to Consider	
Questions to ask yourself?	
Definition	
Criteria for Judging a Project	
Stages of the Project	
Defining the Project Requirements - Real Life Example	
Defining the Project Requirements - Assessment Activity	
How to Define the Project Requirements - Guidelines	
Create Your Project Plan	
Schedule	
Benchmarks	
Benchmarks Real Life Example	
Team Development	
Pushback	
Project Plan	
Sample Microsoft Project Plan	
Sample Project Plan	
Milestones	
How to Create Your Project Plan - Guidelines	
Lesson 1 Reflective Questions	
Lesson 1 Review	

Lesson 2 - Implementing the Project Plan

1h 9m

Implementing the Project Plan
Execute the Project Plan
Kick-Off Meeting
Kick-Off Meeting - Real Life Example
Delegation
The Limitations of the Project-Management Role
How to Execute the Project Plan - Guidelines
Executing the Project Plan - Assessment Activity
Monitor the Progress of the Project
Time-Management Tools
Checkpoints
Performance Gaps
Common Performance Problems
Common Performance Problems - Real Life Example
How to Monitor the Progress of the Project - Guidelines
Monitoring the Progress of the Project - Assessment Activity
Negotiate for Success
Red Flags
Troubleshooting
Escalation
Troubleshooting Strategies
Negotiation Strategies
How to Negotiate for Success - Real Life Example
How to Negotiate for Success - Guidelines
Evaluate the Process
Close-Out Meeting
How to Evaluate the Process - Guidelines
Evaluating the Process - Assessment Activity
Lesson 2 Reflective Questions
Lesson 2 Review
Course Closure

Total Duration: 2h 18m