



Understanding Project Management

Understanding Project Management is the third of three modules required to complete the Diploma Program in Supervisory Development. As organizations become more project-driven, there is a growing need for you to be fully aware of the key elements of a successful project. If you are new to project management, you will learn exactly how to guide your project from beginning to end, from setting priorities to controlling expenses, using proven tools and seasoned advice.

How You will Benefit:

- You will understand what “projects” are, and how they are becoming a part of organizational thinking.
- You will identify your role as project manager and the skills required of you.
- You will recognize the steps you must take to keep budgets on track and on budget.
- Identify the key factors in project success
- You will establish guidelines for building and controlling a budget
- You will become more skilled at presenting ideas and asking for feedback.
- You will identify techniques for bench marking your organization.

What You Will Cover:

- ▶ Defining a project
- ▶ Project life cycles
- ▶ Selling your own project ideas
- ▶ Role & skills of the project manager
- ▶ Setting project goals
- ▶ Why projects fail and how to avoid this
- ▶ Risk and contingency planning
- ▶ Creating network diagrams
- ▶ Building a winning team
- ▶ Managing meetings
- ▶ Building a budget and controlling costs

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. *Prices
and dates are subject to change.