

Project Management

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Overview

As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

Course Outline

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Project Integration Management

- Definition
- Processes
- Specific Steps
- Examples
- Case Study

Module Three: Project Scope Management

- Definition
- Processes
- Specific Steps
- Examples
- Case Study

Module Four: Managing Time

- Definition
- Processes
- Specific Steps
- Examples
- Case Study

Module Five: Getting It All Done On Time

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- Specific Steps
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Module Nine: Empowering Yourself

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Module Ten: The Team Of Two

- Definition
- Processes
- Specific Steps
- Examples
- Case Study

Module Eleven: Taking Care of Yourself

- Definition
- Processes

- Specific Steps
- Examples
- Case Study

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations