

Introduction to Project Management

Purpose

The purpose of this course is to teach basic project management to employees new to the project management environment.

Objectives

At the completion of this course you will have:

- Experienced what a project is
- Practiced interfacing with the rest of the organization
- Projected a project life cycle
- Practiced the project managers role
- Planed, estimated and scheduled a simple project
- Measured progress of your project
- Exercised cost control of your project
- Communicated project progress to management and customers

Length

This course can be 1 to 5 days in length depending on depth and breath of coverage.

Description

The course is built around a simple demonstration project. The participant will act as project manger for their own project and as management / customer for others projects. They will develop goals, plan and estimate their project, measure progress and communicate that progress to the customer and stay within budget.

Content

- **Introduction**
- **Project management vs. Everyday management**
- **The life cycle of the project**
- **Now you're the project manger!**
- **What's it take to get the job done?**
- **How long will it take?**
- **Am I doing OK or am I in trouble?**
- **Don't bust the budget**
- **Project presentation**