

Project Management Skills for Non-Project Managers

Prerequisites: none

Length: Half Day

Summary: Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.

Course Content

PLANNING THE PROJECT

- Define the Project Requirements
- Create Your Project Plan

IMPLEMENTING THE PROJECT PLAN

- Execute the Project Plan
 - Monitor the Progress of the Project
 - Negotiate for Success
 - Evaluate the Process
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