

Project Management Skills for Non Project Managers

- Course Number: 088679
- 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

Course Introduction

3m

Lesson 1 - Planning the Project

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