

Intermediate Project Management

Project management is not just restricted to certain industries, or to individuals with certification as a project manager. Lots of us are expected to complete assignments that are not a usual part of our job, and to get the job done well, within our budget, and on time.

This workshop is intended for participants who understand the conceptual phase of a project's life cycle, including setting goals, creating a vision statement, and creating the Statement of Work. This course will take participants through the remaining three stages: planning, execution, and termination.

What Will Students Learn?

- ✓ Identify your project's tasks and resources
- ✓ Order tasks using the Work Breakdown Structure
- ✓ Schedule tasks effectively
- ✓ Use basic planning tools such as a Gantt chart, PERT diagram, and network diagram
- ✓ Prepare a project budget
- ✓ Modify the project budget and schedule to meet targets
- ✓ Identify and manage risks
- ✓ Prepare a final project plan
- ✓ Execute and terminate a project
- ✓ Develop and manage a change control process

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes

What Topics are Covered?

- ✓ What really needs to be done?
- ✓ The Work Breakdown Structure
- ✓ Scheduling techniques (including Gantt charts, network diagrams, flow charts, and PERT diagrams)
- ✓ Budgeting tips and tricks
- ✓ Assessing project risks
- ✓ Preparing the final plan
- ✓ Making it fit
- ✓ The execution phase
- ✓ Controlling changes
- ✓ Closing out a project

- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion