



Project Management

4 – 16 hours

English

Leadership

Team Member

Leadership Course | **Team Member Course**

Project management can be applied to small and large enterprises. All organizations have had some sort of project at one time or another. Individuals who are tasked with managing a project -- of whatever scale -- needs to possess several core competency skills such as interpersonal communication, delegation, team collaboration, ownership, and strategic initiative, to name a few. Individuals often learned through trial and error at the great expense of the organization. To mitigate costly rework and wasted resources, failed implementations, or underutilized 3rd party solutions, individuals need to understand how to adequately plan for, set milestones, and utilize the appropriate tools to effectively manage a project to completion. By doing so will result in greater ROIs for stakeholders, the business unit and the organization as a whole. Here, The Talent Authority will tailor the content and timeframe to meet the needs of the individual and the organization goals.

Here, individuals are provided with the essential tools and interpersonal skills required to successfully manage projects. These include work breakdowns, Gantt charts, PERT, managing resources (staff, time), gaining commitment from stakeholders, managing accountability to meet milestones, leading effective meetings, and dealing with unexpected challenges as they arise. Individuals experience hands on skills application through the extensive interaction with both the instructor and their class peers through simulations, exercises, and practice sessions. Individuals will learn how to translate these practices to their own daily operations. They will also gain an understanding of project management and how to successfully apply the templates, forms, tools and guidelines to grow themselves in their role and that of the organization.

This course will enable participants to . . .

- Understand what a Project Charter and Project Scope Document is and how to draft one
- Understand how projects may impact multiple enterprises and/or business unit operations
- Identify stakeholders
- Establish project milestones; create project roles and responsibilities
- Create a budget
- Identify, manage, and mitigate potential risks
- Manage scope changes and change orders
- Track the project lifecycle
- Map a workflow process and work breakdown structure; validate each task as they are completed
- Lessons learned: Post project check in of what work, what did not, what can be improved upon

Talent Tip. Customize this program with your organization's procedures, policies, case studies, and terminology. MS Project-related tools are not included in the delivery of this training; however, MS Project training can be provided in conjunction with this program. Contact us for details.