



Web-Deployed Training - Project Management Basics

fact sheet

Objective:

A web-based curriculum on Project Management "basics" **available worldwide 24x7**. People with no knowledge or experience will learn the "language"; a four-step methodology to plan, schedule, resource, start, track and report on any project assigned, plus leadership and risk management. Each course maximizes inter-activity with down-loadable reference documents, short lessons, animated "movies" to illustrate complex points, exercises to test mastery and "click-and-drag" assignments to test application. Two cases are woven into all four courses to illustrate each lesson. A self-scoring quiz ends each course.

Course 1 Focuses on universal Project Management concepts and terminology, and teaches 29 basic terms and definitions so graduates can "speak" a commonly shared language of project management. Also reviews project leadership and project management skills.

Course 2 Learn a practical four-step methodology plus three simple visual tools so that anyone can plan and organize a project, schedule work, assign oneself and any teammates or vendor-contractor personnel to help work their project and control the process to a timely conclusion.

Course 3 Explains the use of resources: people, equipment, supplies, vendors and contractors to get work done. Also teaches budget basics, defining authority and how to start and follow-up your projects progress toward goals, plus a guide to project performance management.

Course 4 Focuses on risk management, overcoming obstacles (through "walk arounds"), handling communications, reporting and time management.

Can be combined with one-day computer simulation. Courses can be taken in any order at any time of the day or night 24x7. For maximum learning and retention, it is recommended that all four courses be taken in the following sequence. For best results, requires a personal computer with WindowsOS and two plug-ins from Macromedia Flashplayer and Shockwave.

Key Learning Points:

COURSE 1

Project Management Leadership & Language:

- Why project management is a critical skill set today
- The common language of project management
- 29 key terms and concepts you must know
- Action and leadership qualities of the best project managers

COURSE 2

Analyzing, Planning & Scheduling:

- Four-step project management methodology
- Define "customers", business reasons and "deliverables"
- Analyze and organize a project - work breakdown structure
- Scheduling work assignments, networks and time-lines

COURSE 3

Resource, Budgets & Implementation:

- Resources - people, equipment and supplies
- Living within a budget - and with limited authority
- Dealing with vendors and contractors
- Implement, start up and follow up - performance management

COURSE 4

Project Management Controls, Risks, Communications & Time Management:

- Risk management and overcoming obstacles
- Communications in projects - who? when? what medium?
- Project time management and setting priorities

Recommended for:

Anyone in your company - executive, senior manager, team leader and individual contributor who has never had any formal training in project management; who has been assigned projects to do but no project management methodology or strategy, and cannot or will not attend regularly scheduled classes.

Pre-requisite:	None
Length:	Each course 1.5 - 2.5 hours long (4 courses)
PDU Credits:	10
CEU Credits:	0.2 per course

