

Workshop Fact Sheet



PRACTICAL PROJECT MANAGEMENT

- Introduction:** One of the most difficult but critical skills that a professional can master in their career is the skill of project management. Project management at its best leads to teamwork, critical objectives met, and tasks completed on time. Poor project management, however, can result in costly mistakes, delays and the demoralization of a project team. If you struggle to be effective as a project manager within your organization, this workshop is for you!
- Description:** The purpose of this workshop is to enable attendees to manage projects more effectively. This 4-hour workshop includes in-class discussion and some group exercises (game) around an example project.
- Topics:** Eight Steps to Managing Projects, Project Management Tools (Pert Chart, Gantt Chart, etc.), Running Effective Meetings, Avoiding Project Pitfalls
- Benefits:** Improved ability to successfully manage projects to their completion. Projects completed on time and within budget.

Example Class Agenda:

1. Introduction to Topic (10 minutes)
2. Class Exercise – Plan a Project (30 minutes)
3. Presentation (60 minutes)
 - Benefits of Project Management
 - Overview of Project Management Steps
 - Define Project Objectives and Scope
 - Determine Participants and Stakeholders
 - Develop Time Line or Work Plan
 - Establish Checkpoints
 - Identify and Obtain Necessary Resources
 - Determine Project Measurement Standards
 - Develop Communication Systems
 - Debrief and Evaluate Project Performance
4. *** Break *** (15 minutes)
5. Presentation (continued) (25 minutes)
 - Project Management Tools
 - PERT Chart
 - GANTT Chart
 - Critical Path Analysis
 - MS Project Software
6. Class Exercise – Plan a Project Case Study (30 minutes)
7. Small Group Exercise – Project Planning Game (60 minutes)
8. Wrap Up (10 minutes)

If you would like more information on this workshop, contact Bill Proctor wproctor@epicentergroup.com.

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