



## **Project Management**

Successful project management is highly dependent on people skills. You need to understand your team and what motivates them. But only by knowing the real-time status of your project can you make fast and effective decisions.

This course will provide project managers with the tools and techniques needed to establish performance baselines and measure progress.

Application of these techniques can save money and expedite schedules. Stop guessing at project status! Learn to use analytical tools that can be applied using standard spreadsheets.

This course is ideal for those who wish to begin the path to Project Management Professional (PMP<sup>®</sup>) certification. Participants will learn what is required to be a project manager as well as obtain actual takeaways that they will be able to apply immediately.

Attendees will participate in dynamic interactive discussions addressing a variety of topics, including communication techniques, turning diversity into strength, and managing multi-functional and multi-generational teams.

Additionally, we will address issues and challenges as requested. Simply include your particular concerns when registering online and we will ensure that topic is included in this one day workshop.

## **Project Management and Organization**

- PMI and A Guide to the Project Management Body of Knowledge (*PMBOK® Guide*)
- Time Management
- Prioritization and Management of the Triple Constraint
- Introducing YOU...the PM Superstar!

## **Schedule**

- Critical Path Method
- Resources and Constraints
- Contingency

## **Budget**

- Estimating and Budget Preparation
- Tracking and Reporting
- Earned Value Analysis

## **Leadership**

- Communication
- Stress Management
- Risk Management
- Team Dynamics and Conflict Resolution