

# Project Management: All You Need to Know

## Course Overview

Project management is no longer only for mega projects worth hundreds of thousands of dollars. Small projects can benefit from project management tools. These time tested tools can help you to get that small project done well, done under budget, and done on time. This workshop is not intended for those looking to be certified as project managers but rather for those who complete projects at work from time to time.

In this course, you will gain experience using the most common project management execution tools from Project Tracking Forms, Risk Monitoring Tables to Communications Plans, Change Request Forms, Issues Logs and Lessons Learned Forms. Your small projects will be more successful than ever!

## Learning Objectives

- Understand what is meant by a project
- Know how to use simple tools to keep your project on track and on task while identifying risks
- Be able to develop a simple small project communications plan
- Understand simple tools to manage change and issues in your small project
- Know how to conduct an effective status meeting
- Be able to close out a project and determine lessons learned

## Course Outline

1. Session 1: Course Overview
  - Learning Objectives
  - Pre-Assignment
  - Pre-Course Assessment
2. Session 2: Project Management Review
  - The Project Life Cycle
  - Phase One - Initiating
  - Phase Two - Planning
  - Phase Three - Executing
  - Phase Four - Closing
  - Monitoring and Controlling
  - Project Planning Document
3. Session 3: Executing the Plan
  - Managing Small Projects
  - Keeping on Track
  - Keeping on Task
  - Scope Creep Video
  - Monitoring and Controlling Risk
4. Session 4: Communications Plan
  - The Four Components
  - Who
  - When
  - What
  - How
  - Tips
  - Communications Plan Activity
5. Session 5: Changes and Project Tracking
  - Controlling Changes
  - Change Requests Tracking
  - Making Connections
  - Project Tracking Tools
6. Session 6: Status Meetings and Issues Management
  - Status Meetings
  - Issues Management
  - Status Meeting Exercise

7. Session 7: Closing the Project
  - Closing a Project
  - Other Project Closing Steps
  - Lessons Learned
  - Lessons Learned Final Activity
8. A Personal Action Plan
  - Starting Point

- Where I Want to Go
  - How I Will Get There
9. Course Summary
  10. Recommended Reading List
  11. Post-Course Assessment
  12. Course Completion