



A “project” is defined as “a planned undertaking.” The projects for which you have responsibilities must not only be well-planned, they must also deliver the expected results – on time and within budget. This workshop will help you plan and successfully implement your projects by providing you with the skills necessary for managing multiple projects with a wide range of costs, schedules, and activities.

*This workshop focuses on both the people side of project management and the tool-and-technique side. Participants in this workshop will learn how to:*

- Involve the right people at the right time in setting project objectives
- Secure agreement on the objectives from everyone key to the project
- Set, communicate, and modify project priorities as necessary
- Develop improved teamwork between organization units (such as Sales, Manufacturing, and Engineering)
- Plan the project, starting with a complete task analysis
- Use the planning/charting techniques of GANTT, PERT, and CPM
- Accurately estimate time and cost for each project task
- Anticipate problems with projects and effectively deal with them before they become crises
- Communicate effectively with all project stakeholders
- Accomplish effective and timely project reporting
- Conduct effective and efficient project team meetings
- Achieve all three categories of project objectives: quality results, on time, and within budget
- Continue to develop the skills critical to good project management

Participants leave this workshop with not only ideas for better project management, but also with tools that they can begin to use immediately on their projects.

*This program is available in several formats.*

