301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Project Management Essentials for Non-Project Managers

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Students will learn basic project management techniques like time management and controlling costs. This course also covers more advanced topics like project features and attributes, budget and estimates, the project management process and the responsibilities of a project manager.

This course is for non-project managers in need of solid foundation in project management techniques and those who may just want to sharpen their skills. Administrative and support personnel assigned to work or manage project teams would also benefit from this training course.

Classroom exercises include the following:

- defining scope
- developing a project charter,
- creating a work breakdown structure,
- identifying time management components,
- developing a schedule
- utilizing analysis techniques
- resource allocation.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

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Course Outline

Module 1: Introduction

Module 2: Projects

- What is a project?
- Project Triangle
- Project Participants
- Project Phases
- Project Size
- Project Failure
- Required Projects Disciplines
- Project Disciplines
- Typical Projects You Deal With

Module 3: Functional Roles

- Project Manager
- Subject Matter Experts
- Change Manager
- Functional Roles and the Project Team
- Task Mapping

Module 4: The Project Plan

- Planning Phase Functional Roles
- Rolling Wave Planning
- Project Plan
- Project Benefit
- Project Objectives
- Deliverables
- Project Approach
- Stakeholders
- Milestone Schedule
- Required Resources
- Project Baseline
- Objectives

- Project Plan Worksheet
- Project Description
- Project Benefits
- Objectives
- Deliverables
- Approach
- Sponsor and Stakeholders

Module 5: Task Identification

- Work Breakdown Structure

Module 6: Estimating

- Estimating Accuracy
- Duration and Cost
- Approaches for Estimating
- WAG

Module 7: Sequencing and Scheduling

- Sequencing and Scheduling
- Network Diagram
- Task Dependencies
- Lead and Lag Time
- Milestones
- Establishing a Network Diagram
- Critical Path
- Apply the Calendar
- Gantt Chart

Module 8: Negotiating

- Negotiating
- Common Deficiencies and Problems with Negotiatin
- The 8 Step Model

Module 9: Interviewing

- Specifying Phase Functional Roles
- The Facts
- Interviewing the Stakeholder
- Interview Structure
- Questioning and Listening Techniques
- Listening for Requirements

Module 10: Requirements

- Requirements
- Identifying Requirements
- Writing Requirements
- Requirements Organization
- Requirements Approval

Module 11: Project Dynamics

- Building Phase Functional Roles
- Weekly Project Meeting
- Issue Tracking
- Project Sway
- Rescheduling
- Status Reporting
- Triangle Flexibility
- Steering the Project

Module 12: Design, Develop, and Verify

- Product Design
- Develop

Module 13: Change Resistance and Acceptance

- All Projects Bring About Change
- Resistance
- Characterize the Changes on Your Last Projects

- Stages of Change
- Change Strategies
- Plan the Change
- Strategy Development

Module 14: Product Adoption and Project Closure

- Implementation Phase Functional Roles
- Project Adoption
- Project Closure

Module 15: Summary and Conclusion

- Projects
- Project Phases
- Functional Roles and the Project Team
- Project Activities
- Project Tools
- You and Your Future Projects

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GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Project Management Essentials for Non-Project Managers**

- 2 days instructor-led training
- Project Management Essentials for Non-Project Managers training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

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