

**PROJECT MANAGEMENT
FOR NON PROJECT
MANAGEMENT
PERSONNEL**

Project Management For Non Project Management Personnel

Class Length: 5 Days

PDU : 25

Category: Project Management

Program Objectives:

By the end of the program, participants will be able to:

- Ensure that a proper business case has been established to gain organizational support for the project
- Learn the basics for effectively gathering and documenting requirements
- Understand the role of the project manager, business analyst, and others in managing projects
- Develop an integrated project plan including realistic scope, schedules, budgets, and risks —and turn that plan into successful action
- Learn how to effectively track and report on project progress
- Gain the respect of your project team and build credibility with top management

Synopsis /Course Benefits

Build a solid foundation of project management knowledge, techniques, and tools in this hands-on workshop that covers the entire project life cycle. While aligned with the Project Management Institute's (PMI®) framework, this course is specifically designed to focus on the practical application of concepts. You'll return to work with the knowledge and tools you need to get your projects started right and completed successfully.

Who Should Attend

- High-middle to senior managers working from a wide range of geographical, cultural and organizational backgrounds, will benefit from this program.
- Participants may come from a broad range of backgrounds, including business development, human resources, operations, technology, finance, marketing, and sales.



ISO 9001: 2008 Reg. No: 660772



Program Outline/Seminar Contents:

An Overview of the Framework of Project Management

- Discussing the key concepts, terminology, and roles
- Defining a “project,” the project constraints, and core PM processes

Initiating the Project

- Creating a project charter and defining requirements
- Setting customer, sponsor, and team member expectations

Identifying the Work

- Building on the charter and product requirements
- Identifying and assigning ownership

Estimating the Work

- Discussing industry best practices for creating realistic estimates

Scheduling the Work

- Creating network logic diagrams that show task dependencies
- Producing Gantt charts to graph project timelines
- Determining the critical path and calculating float

Creating the Budget

- Capturing and tracking personnel and (out of pocket) expenses