

## Project Management: Tools & Tactics (1-2 days)

*Does your team fully understand the key elements of project success?*

*Is your team equipped to assess risk appropriately within the scope of a project?*

*Are you and your team able to deal with differences constructively, with open and forthright communication?*

Project Management is the discipline of planning, organizing, and managing resources in order to achieve the successful completion of project goals. Keeping projects on track in today's competitive business environment is more critical than ever. Success requires rapid deployment and an efficient combination of diverse and complex resources.

Making it even more challenging is intense competition, rapidly changing technology, and rigid safety, quality and cost constraints. Skillful project management is vital to those wanting to thrive in this environment.

### TOPICS

- ❖ The project management process
- ❖ Project planning and management tools
- ❖ Managing project teamwork
- ❖ Implementing the plan
- ❖ Project simulation

### RESULTS

Participants will be able to:

- ❖ Understand the importance of "up-front" planning
- ❖ Learn key elements of project success
- ❖ Develop and defend a sound project scope
- ❖ Understand phase-gate life cycles
- ❖ Explain the relationship between project planning and project success
- ❖ Create sound project definitions
- ❖ Develop effective team charters and ground rules
- ❖ Learn and practice three planning and two scheduling tools
- ❖ Learn and practice risk assessment techniques
- ❖ Understand project responsibility charts
- ❖ Develop a broad understanding of project control tools
- ❖ Analyze implementation problems and identify solutions
- ❖ (Optional) Practice analyzing and solving typical project conflict issues

*All courses can be customized for each group's specific needs.*