

# EVERY DAY PROJECT MANAGEMENT

**It takes strong skills and organization to retain focus on the big picture and not get muddled by the fine details.**

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Organization, time management, and resource understanding serve as the foundation for project management. This one-day program will help build this needed foundation and help any professional in any industry deliver on promised projects on time, within budget, and according to speculations.

The highly-practical course begins by laying the foundation of project management and defining key terms and phrases. Then, each step of the project management process will be discussed starting with project initiation, planning, execution, and monitoring and controlling. Finally, important considerations about how to close a project will be presented.



## **Participants will walk away with these skills:**

- Defining key elements of a project including who are the stakeholders, what are the deliverables, and how is success measured
- Developing and communicating a realistic plan, predicting potential risks, and defining a reasonable schedule
- Tracking progress in an effective manner
- Keeping the project under control and prioritizing the available time
- Learning from a project to discover what worked and what needs improvement

## **Audience:**

Professionals at all levels in any industry who oversee the completion of projects.

## **Duration:**

This program consists of 1 session on 1 day.

**Cost: \$650 General Registration**

**Select Discounts Available**

**0.6 CEUs will be issued for this program**