

Project Management (PM)

Project Management Essentials - 1 Day

Course Code: PM106

PM Essentials is designed to give participants the skills and tools needed to improve his or her project management (PM) success from kickoff through completion. This is a hands-on workshop where participants learn and apply essential PM techniques to a case study before applying them to their own project. Based on the top reasons that projects fail, the content of this workshop will increase project success. By the end of the day, learners will have a personal project plan workbook ready for immediate application.

Learning Objectives

- Develop a project plan for a personal project
- Apply essential project management techniques to their project
- Create a risk management plan
- List project work packages
- Prioritize project work
- Develop a project schedule
- Examine the role of the stakeholder
- Manage expectations through communication
- Use the critical path to manage a project

Topics & Content

- Why projects fail
- Project startup and scope
- Stakeholder analysis
- Communication plan
- Project work packages
- Work prioritization
- Critical path and its importance to project management
- Schedule development
- Project risk identification
- Risk management

Course Information

Duration

1 day

Audience

Anyone interested in PM

Accreditations

PMI: 7 PDUs

NASBA: 8 CPEs

SHRM 7 PDCs

Nursing: 7 CEUs

OPM: 7 CLPs

OPM Competency: Decisiveness

***“Very informative;
gave me the project
management
essentials I need for
my team.”***

