

# Current Project Management Techniques to Increase Effectiveness

Have you ever had to take on one of the following tasks?

- Planning a party
- Building a shed
- Preparing an annual report
- Developing a new product

These could all be projects! Managing projects successfully is a key skill for success. This one-day course will teach you how to manage each phase of a project: conceptual, planning, execution, and termination.

## How You Will Benefit:

- Understand project management basics
- Be familiar with the conceptual phase
- Understand the planning phase
- Execute and terminate a project

## What You Will Cover:

- ▶ Understanding projects/project management
- ▶ A project's life cycle
- ▶ The key players
- ▶ Deciding on a project
- ▶ Basic project information
- ▶ Creating a vision and setting goals
- ▶ Using a target chart and statement of work
- ▶ The project planning worksheet
- ▶ Identifying tasks and resources
- ▶ Identifying risks and constraints
- ▶ Preparing a schedule
- ▶ Creating a Gantt chart
- ▶ Controlling changes
- ▶ Tracking tools, including status meetings
- ▶ Wrapping up

Name of City, Date of Event

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## What's Included:

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. \*Prices and dates are subject to change.

## Pre-Registration Form:

### Current Project Management Techniques to Increase Effectiveness

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Organization

\_\_\_\_\_

Organization Address

\_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**EXCELLENT IMAGE, INC.**  
*Sustainable Peak Performance*