

Project Management Fundamentals

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, this one-day workshop will familiarize you with the most common terms and the most current thinking about projects.

How You Will Benefit:

- Understand what is meant by a project and project management
- Identify benefits of projects
- Identify the phases of a project's life cycle
- Enhance your ability to sell ideas and make presentations
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use a target chart and other planning tools
- Complete a Statement of Work

What You Will Cover:

- ▶ Defining a project and project management
- ▶ How projects can benefit you and your organization
- ▶ Project life cycles
- ▶ Selling your own project ideas
- ▶ Role & skills of the project manager
- ▶ Creating a vision
- ▶ Setting project goals
- ▶ Project planning worksheets
- ▶ The statement of work

Name of City and Date of Event

Name of City and Date of Event

What's Included:

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

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

Pre-Registration Form:

Project Management Fundamentals

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

EXCELLENT IMAGE, INC.
Sustainable Peak Performance