

Project Management

Workshop Title: Introduction to Project Management

Duration: 1-Day

Modalities:

Professional Development Units: 7

- Instructor Led Training
- Virtual Instructor Led Training

Abstract

This workshop delivers practical tools and techniques for professionals who are seeking a basic introduction to the art and science of project management. Learners who are new to project management and those who often contribute as project team members will find this workshop a rich mix of best practices, guidance, methods, and practical tools to enhance performance. The hands-on learning experience is designed around current organizational projects, and learners experience team-based activities throughout the workshop.

Learning Outcomes

Build Foundational Project Management Knowledge

- Establish a clear understanding of core project management principles, practices, and the project lifecycle.
- Learn essential project management vocabulary to communicate effectively within project teams.
- Understand the roles and responsibilities of project managers and team members on temporary project teams.

Plan and Structure Successful Projects

- Develop measurable project objectives.
- Identify project stakeholders, assess their influence, and plan strategies for engagement.
- Build a detailed, task-level project plan.

Understand Team Dynamics and Project Interdependencies

- Collaboratively create network diagrams to visualize task dependencies and project flow.
- Recognize how team members rely on one another and how interdependencies impact project success.

Apply Practical Tools for Effective Project Management

- Assign appropriate resources to project tasks, balancing workload and capacity.
- Utilize task-based estimating techniques to create realistic project timelines and budgets.
- Explore strategies for managing project issues and keeping projects on track.
- Learn the fundamentals of progress reporting to communicate status and identify potential risks.