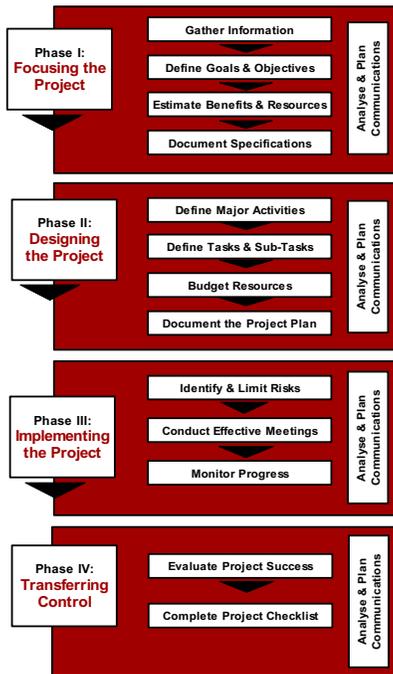


Managing Successful Projects

Successful project managers are masters of time management, understand human dynamics, and exhibit expertise in the many areas contributing to a project's success.

Managing Successful Projects—Real World Skills for Project Managers & Teams is a highly participative two-day program geared to both novice and experienced project managers. The course addresses the four major project management phases and the human dynamics critical to successful project completion.

PROJECT MANAGEMENT PROCESS



InfoWorks is a

Project Management Institute (PMI®) Registered Education Provider (REP). Completion of this program earns 14 Professional Development Units (PDU) towards Project Management Professional (PMP) certification or re-certification.

Managing Successful Projects stresses all of the elements critical to conducting successful projects, including:

- Efficient use of time
- Up-front planning
- Consensus development
- Delineation of clear and specific activities and tasks
- Development of realistic and feasible timelines
- Analysis of resource requirements by task

As they work through each step of the project management process, participants learn strategies to carry out each step of the process and learn to use work tools and job aids, including:

- Planning aids
- Project monitoring tools
- Report formats
- Measurement/assessment tools

Participants also learn to use and apply a simple, but powerful communication strategy based on the principle that various recipients of project information require different information in different forms at different times. Participants learn to analyze the varying information needs of project stakeholders and plan communications accordingly.

Teams examine the project management process through a **video-based case study, encountering unexpected changes in the case project in order to simulate the real corporate environment.**

The course provides a step-by-step approach to learning key project management skills and then provides participants with the opportunity to apply these skills to their own job situations.

PROGRAM BENEFITS

At the conclusion of this course, participants will be able to use the four phases of the Project Management Process to:

- Distinguish between projects and ongoing corporate operations
- Define the purpose of a project and a project's scope and boundaries
- Identify key constituents of a project
- Develop consensus early in the project among project constituents about key project specifications
- Analyze communication needs and plan appropriate communication strategies
- Develop a detailed project plan
- Identify and limit risks to a project
- Plan effective and efficient team meetings
- Employ monitoring strategies for the project and anticipate necessary adjustments
- Evaluate project success and transfer responsibility

WHO SHOULD PARTICIPATE

Managing Successful Projects benefits anyone who does project work:

- Inexperienced project managers and teams benefit by learning a step-by-step framework for successful project management.
- Experienced project managers and teams add to their knowledge by gaining a new perspective on project management.
- Project managers who depend on project management software balance their skills by learning how to think about the human factors that impact project success.