

Fundamentals of Project Management

In the past decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

Overview

This workshop will give participants an overview of the entire project management process, as well as key project management tools that can be used every day.

Objectives

- Define projects, project management, and project managers.
- Identify the five process groups and nine knowledge areas defined by the Project Management Institute.
- Perform a project needs assessment and write goals, requirements, and deliverables.
- Create key project documents, including the statement of work, project planning worksheet, and project charter.
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure.
- Create project planning documents, such as a schedule, risk management plan, and communication plan.
- Use planning tools, including the Gantt chart, network diagram, and RACI chart.
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project.

Who should attend

Small business owners, Managers, Team Leads, or other individuals seeking to better manage projects, under budget and on time.

Presenter

Sharon A. Myers, President/CEO of Myers Technical Services. Ms. Myers has a Master of Science in Management degree and more than 20 years of experience in successfully managing projects of varying sizes.

Details

Alabama A&M University
Learning Resource Center
Multipurpose Room
6:00pm - 9:30pm, March 6th & 8th

Cost: \$125.00

Includes materials and certificate of attendance

REGISTRATION DEADLINE IS MARCH 2, 2012

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