

# Project Management Fundamentals

Toronto: May 26, 2020

Project management is not just for designated project managers. A project—no matter the size—requires you to use sound project management principles, including interacting with stakeholders, managing and mitigating risk, and following the project lifecycle.

If these projects are not managed effectively it can result in delays, wasted effort, increased costs, negative impact on organizational reputation as well as stress and failure to deliver on the full benefits of the project. With some basic project management training, staff can gain the right skills and knowledge to better manage these projects.

The workshop has been designed and will be delivered by a certified project manager. The course provides hands-on experience on using best-practice tools and techniques to plan and manage a project successfully.

## Workshop Outcomes

By the end of this workshop you will:

- Define project management terms
- Describe fundamental project management concepts
- Identify project stakeholders
- Develop a project charter
- Describe the planning process
- Organize project work using a work breakdown structure
- Understand scheduling and budgeting concepts
- Identify Possible Risk Factors
- Manage the project status, including identifying Issues, Actions and Decisions needed

## What Some of our Clients Are Saying...

*"Rita is an amazing instructor – she made Project Management interesting! Which I didn't think possible. Learned a lot that I'll be able to apply"*

**Donna Noma, Seneca**



## Who Should Attend

- Anyone who needs to know how to manage tasks or small projects with a structured approach to ensure success
- Project team members with little prior knowledge of project management
- Those who are making the transition into project management

## What You'll Receive

Participants will receive valuable templates to help manage a wide range of projects such as:

- Project Charter
- RACI Matrix
- Risk Contingency Plan
- Communication Plan
- Project Management Checklist

*"This training was really well organized and balanced between exercises, examples and theory"*

**Sophie Julien, Nestle**

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## Workshop Details



For over twenty-five years, Facilitation First has been top of mind for companies considering professional development in the areas of process facilitation, internal consulting and facilitative leadership. When asked to develop a Presentation Skills workshop that incorporated a more collaborative, conversational approach more appropriate when delivering to Senior Leaders, Facilitation First created a highly interactive approach loaded with immediately applicable tools and techniques.

Our Canadian-owned company has expanded to include trainers in Vancouver, Calgary, Saskatchewan, Montreal and has its head office in Toronto. We lead custom workshops and facilitate meetings across the Americas in English and Spanish to groups as diverse as policy advisors, academics, project managers, and First Nations leaders.

**Date:** May 26, 2020

**Times:** 8:30am - 5:00pm

**Location:** 20 Bay Street, Suite 1100 Toronto, ON

**Trainer:** Rita Gupta

**Fee:** \$795 + HST

**To Register:** Email [carissa@facilitationfirst.com](mailto:carissa@facilitationfirst.com)

### About Your Trainer: Rita Gupta



As a Certified Facilitation First trainer, Rita brings her unique blend of project management and professional facilitation experience to the workshops she leads providing great insight and a unique perspective to in-class discussions. Rita has over 15 years of experience as a Project Manager, including a management role of Director of a PMO at an IT consulting firm. She also has several years developing and implementing Project Processes. She is a Certified Professional Facilitator (CPF) and a certified Project Management Professional (PMP).

Since 2005 Rita has facilitated over 100 sessions with project teams. During that time, she has gained experience with a wide variety of facilitation techniques and processes, adapting to changing situations and the needs of the group. Rita is a strong believer in developing working partnerships by ensuring all parties are fully 'on-board' with any meeting process she proposes. When it comes to decision-making, Rita's meeting designs consistently focus on the client's outcomes, helping to identify root causes where applicable and seeking to find solutions that fit within the group's criteria for achieving consensus.

