

# Project Management Fundamentals

## A One Day Workshop for Non-Project Managers

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.

### Learning Outcomes

By the end of this workshop you will be able to:

- 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

### 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

## Workshop Agenda

AM	PM
<p><b>Module 1: Introduction</b>            What is a project?            What Makes a Project Succeed or Fail? *            What is Project Management?            Role and Profile of the Project Manager            Project Life Cycle</p> <p><b>Module 2: Initiation Phase</b>            Defining the Project – Why Do a Project Charter? *  <i>(template provided)</i>            Who are the Stakeholders? *            Communication Plan <i>(template provided)</i>            Roles &amp; Responsibilities            Triple Constraint *</p> <p><b>Module 3: Planning Phase</b>            Project Kick-Off Meeting</p>	<p><b>Module 3, cont'd</b>            Work Breakdown Structure (WBS) *            Project Budget/Resourcing            Project Schedule            Risk Management <i>(template provided)</i> *</p> <p><b>Module 4: Execution &amp; Control Phases</b>            Keeping on Track *            The Budget            The Schedule <i>(template provided)</i>            Scope &amp; Quality Checks            Actions/Issues/Decisions log <i>(template provided)</i>            Change Control</p> <p><b>Module 5: Closure Phase</b>            Lessons Learned            Final Tasks</p>

\* indicates interactive group or class exercise

## About 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).

Rita's clients span many industries: banking and financial services, government, regulatory health, not-for-profit, management consulting, food services, insurance, commercial real estate, and public relations.

She has successfully managed over 50 projects ranging from \$2,000 to \$1 million, with durations of 1 day to 1 year, and sizes of 2 to 10 team members. Her specialty is the ability to bring troubled projects back on track.

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.