

Project Management

Project managers are responsible for the budget, people, timeline, and overall quality of the final product. What is the key to project management success? Developing outstanding organizational, leadership and communication skills.

This **BRODY** program covers the various steps involved in overseeing a project – from initial planning to successful outcome. It stresses the people and communication aspects of project management, as well as providing a review of useful, time-saving project management tools. The concepts learned in this program can be translated to all project sizes and types.

Objectives:

Participants who complete this program will be able to...

- Establish a strategy to achieve project objectives
- Anticipate and plan for potential obstacles and risks
- Maintain oversight throughout the project cycle and make adjustments as needed
- Leverage the strengths of each team member and manage conflicts
- Evaluate the process for lessons that can be applied to future projects

Agenda:

1. Introduction to Project Management
 - Defining the project management process
 - Role of project managers, functional managers, and team members
 - Project life cycle and project parameters
2. Initiation Phase
 - Setting goals and objectives
 - Establishing strategy
 - Charter
 - Stakeholders
3. Planning Phase
 - The Project Management plan
 - Planning scope, time/schedule, and cost
 - Planning quality, risk, and communications

4. Execution Phase
 - Project monitoring and control
 - Project reviews and feedback
 - Taking corrective action
5. The Human Side of Project Management
 - Team development, managing teams
 - Leadership styles, people styles
 - Handling conflicts
6. Closure Phase
 - Client acceptance
 - Lessons learned, evaluation and follow-up
 - Release resources, file archives, final payments