

# Project Management Skills for Instructional Development

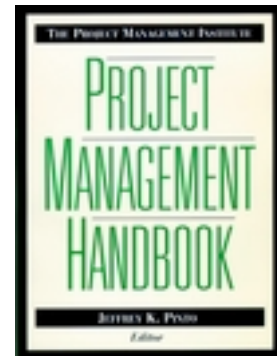
## *On-Time and Within-Budget Course Development*

*This program introduces the concepts and tools of project management and enables participants to implement specific processes and tools to reduce the number of problems they experience in the management of training projects. Attendees will have an opportunity to experience how project management can be used in their workplace environment. Upon completion of this seminar, individuals will be able to apply basic project management tools to further enhance their success and efficiency relative to their current training and development project activities.*

**Who Should Attend:** Managers, project leaders, team leaders and anyone else responsible for managing the successful outcome of training and development projects, including course development.

**Course Length:** 3 Days

**Student Materials:** *Project Management Participant Guide*, 250 pages



### **Benefits**

- Sequence, schedule, and assign project tasks
- Allocate and reallocate resources to maintain the project schedule
- Identify problems early and take corrective actions
- Formulate and communicate status information to senior managers
- Manage resource allocation across several projects
- Manage financial, personnel, and material resources of a project
- Manage a systems method of instructional development

### **What You Will Learn**

- Recognize situations in which project management should be used
- Use work breakdown structures and mind-mapping to identify project tasks
- Use graphical tools for describing, monitoring, and controlling project activities
- Analyze the training/hiring mix to develop the needed staff skills inventory



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- Identify inter-project dependencies and their impact on scheduling