

Project Management: Tools and Techniques

Everyday Project Management Skills for Professionals

Success as a manager, project leader, or team leader depends on one's ability to define, plan, organize, control, and complete complex and interdependent tasks that are supported by limited resources.

This course is designed for professionals with multiple priorities, complex and numerous tasks, deadlines, constant communication and coordination across organizational boundaries, limited resources (time, money, people), and the requirement of completing all of these with little precedents or guidelines. The course also covers the management of resources allocated across several projects.

Who Should Attend: Managers, project leaders, team leaders and anyone else responsible for managing the successful outcome of projects who may or may not be a fulltime project manager.

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

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
- Identify inter-project dependencies and their impact on scheduling