

# Project Management for Non-Project Managers



## OVERALL OBJECTIVE

**The Project Management Workshop** aims to provide non-project manager participants with the project management knowledge, skills, tools and techniques necessary to move through all project stages: initiating, planning, delivering, monitoring, and completing so as to ensure optimum project execution.

## OUTCOMES

Participants will be able to:

- Make the transition to a project leadership role
- Position their projects within the organization's strategy
- Use practical checklists and tools when managing projects
- Apply a consistent approach to deal with or manage projects
- Access the workbook as a working reference guide after the workshop
- Work on selected projects, so that they walk away with actual work done
- Manage projects designed to improve product, service, process, or system changes
- Fulfil their roles in projects and have the understanding to deal with the people component and the necessary interfaces

## CONTENT

### **Project Management**

- Defining Project Management
- Components to Consider
- Stages of Project Management
- Project Strategy
- My Experience with Project Managers

### **Initiating**

- Project Definition
- Stakeholder Analysis
- Project Success Measures
- Project Scope
- Project Challenges
- Information Flow
- Our Project Scope

### **Planning**

- Creating Order
- Developing a Team
- Project Review Parameters
- Project Strategy Flow
- Techniques and Tools
- Project Team Resources
- Handover Plan
- Integrate Plan

### **Delivering & Monitoring**

- Managing the Delivery Stage
  - Formats for Meeting Notes
- Changes to be Recorded

### **Completing**

- Project Review Plan
- Document Lessons Learned
- Closure

## **Leading**

- Integrating Your Project
- Project Management Glossary
- Project Roles and Responsibilities
- Competency Checklist