

# PROJECT MANAGEMENT BASICS:

## A HANDS-ON WORKSHOP FOR TODAY'S "INSTANT" PROJECT MANAGERS

Today, organizations are becoming more lean, trimming layers of middle managers and requiring specialists from marketing, engineering, accounting, and other departments to work together in ad-hoc project teams. Having no full-time, dedicated managers, these teams are often led by one of these specialists who may excel at his or her specialty, but does not necessarily have management experience. Typically, such team leaders must simultaneously make project contributions in their specialty while they try to manage the project. These "instant" project managers need help defining the project; initiating, planning, executing, and controlling project events; and figuring out how to bring project events to a timely conclusion. And they can't stop working for the many weeks it would take to acquire extensive management training.

This fast-paced, hands-on workshop is specially designed to meet the "instant" project manager's needs. It provides:

- ▲ Basic project management (PM) principles and terms, reinforced with a self-check quiz
- ▲ Based on our up-front customizations, a focus on key PM issues that are specific to your unique organization, its deliverables, and project management challenges
- ▲ An easy-to-use set of tools (*The Project Manager's Partner*) to help new managers, step-by-step, plan and implement their projects
- ▲ Hands-on experience using these tools to plan a case study project or (optionally) an actual project as assigned by your organization
- ▲ The opportunity for participants to create tangible PM work products which are immediately usable to support their projects

### WHO SHOULD ATTEND

- ▲ Project managers who want specific tools and a proven strategy for planning and managing projects
- ▲ Task specialist from any department who want to contribute more effectively as project team members.
- ▲ Supervisors of project managers who want to help their organizations develop a consistent, proven method for planning and managing projects.

### WHAT YOU WILL RECEIVE

- ▲ Michael Greer's book *The Project Manager's Partner*, including a disk of Word files. This powerful text, now in its second edition, contains over 50 job aids (checklists, worksheets and guidelines) and includes a disk with many of these tools in MS Word® file format.
- ▲ Handouts with highlights from the instructor presentation, exercises, site-specific tools, and much more!

**Contact Michael Greer for more information at  
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or visit Michael Greer's web-site at  
<http://www.michaelgreer.com>**

### WORKSHOP AGENDA

#### Part I: Project Management Background and Basics

- ✓ Overview of basic PM concepts & terms
- ✓ Mastery Quiz
- ✓ Discussion of key issues & practices preventing effective PM in your organization

#### Part II: Hands-on Planning

- ✓ Overview of "high resolution" project planning
- ✓ Demonstrate Project Need/Feasibility & Obtain Authorization
- ✓ Describe Project Scope
- ✓ Define and Sequence Project Activities
- ✓ Estimate Durations for Activities & Resources Required
- ✓ Develop a Project Schedule
- ✓ Estimate Costs
- ✓ Demonstration: Microsoft® Project for Windows™
- ✓ Discussion & Overview of Action Items: Budget and Spending Plan, Formal Project Communications Plan, Organize and Acquire Staff, Identify Risks and Plan to Respond, Plan for and Acquire Outside Resources, Organize the Project Plan

#### Part III: Our Unique PM Model

- ✓ Critical Evaluation Exercise: Will This Stuff Work with My Projects?
- ✓ Synthesis Exercise: Building Our Own, Unique PM Model
- ✓ Analysis Exercise: Organizational Support, Policy Changes, New Tools Needed
- ✓ "To-Do" Exercise: Where Do We Go From Here?