



# Project Management Essentials

## **Who should attend this seminar**

This seminar is designed for those who want an introductory overview of project organizational, planning and control tools and techniques necessary for the effective management of any project. It is suited to all levels within an organization, particularly senior managers and executives who will find this seminar to be an excellent jump-start to project management.

## **What you will learn**

- To understand the benefits of project management and how to achieve them
- To prioritize projects
- The 5 key steps of the project planning and control process
- To define roles and responsibilities of key project staff

## **Seminar format**

- One day with workshops, discussion and lecture

## **Seminar take-aways**

- Complete seminar manual with all visual aids
- On-line and telephone support for past seminar participants
- Certificate of completion with 7 Professional Development Units

## **Seminar Outline**

### **Introduction**

Key concepts and definitions – Achieving the benefits of project management – What is the Bates Project Management Methodology

### **Project Management Organization and People Issues**

The basic project team structure – Making the matrix team structure work – Project organization workshop – Project priority setting – The communication process – Project team building and conflict management with workshop

### **Project Planning Processes**

The planning model – Risk planning considerations – Scope planning – Work package planning – Schedule planning – Budget planning

### **Project Control Issues**

Monitoring and updating process – Work accomplishment / Monitoring and updating process – Change control – Issues and controls – Project closeout

### **Conclusion**