800.674.3550
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

Project Management Essentials for Non-Project Managers Training

Applied Technology Academy

This unique two-day training seminar is designed for individuals with little or no prior knowledge of project management (PM). It focuses on providing a common language and clear understanding of expectations needed to work effectively on any project team. You will develop an understanding of essential PM terminology and apply basic tools and techniques to increase your effectiveness as a contributor and team member in your functional area.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Foundational	**2 Days**	**Basic PM**	**80,000**	**No**

Course Overview

- Know the purpose and process of project management.
- Understand the roles, responsibilities, and needs of project team members.
- Identify and apply critical project management tools.
- Identify stakeholders, their relationships to one another, and how these relationships affect projects.
- Recognize stakeholder issues within the organization.
- Identify and apply critical communication tools and protocols.

Course Outline

- **Module 1: Getting Your Hands Around Project Management Distinguish Between a Project and Operations.**
  - Recognize the Factors That Contribute to Project Success or Failure.
  - Identify the Framework for Project Management.
- **Module 2: Getting It Off the Ground (Initiation) Recognize the Value of Knowing Why/How a Project Is Important to the Organization and to You.**
  - Explain the Elements of a Project Charter and Its Relevance to Initiating a Project.
  - Identify Stakeholders and Their Roles on a Project.
  - Recognize Stakeholder Issues within the Organization.
- **Module 3: Planning the Work Apply Techniques to Define the Work to Be Done.**
  - Identify an Apply Techniques to Estimate Needed Resources, Cost, and Hours for the Project.
  - Apply Techniques to Schedule the Project.
  - Identify Roles and Responsibilities for the Project.
  - Plan for Potential Risks to the Project.
- **Module 4: Working the Plan (Execution and Monitoring) Build an Effective Status Report.**

  - Recognize the Types and Purposes of Meetings.
  - Identify Action Items and Issues.
  - Recognize the Importance of Managing Change.
- **Module 5: Putting It to Bed (Closing) Contribute to the Lessons Learned Database.**
  - Identify the Project Records and Files that Must Be Archived for Historical Purposes.
  - Describe a Project Closure Checklist.
  - Compare Closing Out Successful Versus Unsuccessful or Canceled Projects.

Intended Audience

Non-Project Managers who are involved in projects, including experts, team members, project sponsors, contributors, facilitators, and coordinators.

Prerequisites

Basic project management experience

Follow-On Courses

- CompTIA Project+
- CAPM (Certified Associate in Project Management)

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.