

## Project Management Skills for Non-Project Managers (Tier 1)

½ Day

### Description

Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.

### Prerequisites

- None

### Objectives

- ✓ Plan the project and its parameters, including its scope, requirements, resources, and constraints.
- ✓ Implement the project plan, which includes putting the work of the project in motion and delegating tasks, and then monitoring the progress of the project and managing changes as they arise.

### Planning the Project

Define the Project Requirements  
Create Your Project Plan

### Implementing the Project Plan

Execute the Project Plan  
Monitor the Progress of the Project  
Negotiate for Success  
Evaluate the Process