

CODE WEB: PM2SC

PRICE: Contact us for a quote

Duration: 14 hours (2 days)

Target audience

Designed for anyone who contributes to a project team. The workshop is especially valuable for team members led by project managers who use the KT Project Management approach.

Participants: 4 à 16

Prerequisites

Knowledge of the essentials of project management

Andragogical team

Training given by a certified Kepner Tregoe project management Trainer

Educational objectives

Develop foundational project management skills to maximize your impact as a project contributor

Understand project roles and responsibilities to better support delivery of project results

Learn KT's proven Project Management methodology that can be applied in your day-to-day work on any type of project.

Andragogical and technical means

All workshop participants will have access to online learning aids after the workshop (coaching videos, tips, tricks, worksheets, etc.) with a My KT subscription

Evaluation and follow-up of the training

Digital sign-in
Case studies
Training assessment forms
Certificate of training

Project Management for Non-Project Managers

You can have the best project managers, but if the people they're managing don't understand fundamental project skills and use a common language, the team will struggle to achieve success.

KT's Project Management for Non-Project Managers workshop provides a foundation in project management, defining, planning, implementing, and closing out a project

Training content

- **Module 1 Project Definition** (*ensure that the goals, scope, and resources of the project are clearly understood and that stakeholders agree to proceed*)
 - ✓ Lay out the desired end result, budget, and completion date in a simple, clear project statement
 - ✓ Identify criteria that will be used to guide decisions throughout the project and measure its success
 - ✓ Map the work of the project and organize it into a clear work breakdown structure
 - ✓ Identify the knowledge, skills, physical, and monetary resources needed to complete the work
 - ✓ Compare costs and benefits to help determine whether the project is viable
- **Module 2 Project planning** (*create a clear schedule and risk management plan to guide the project to success*)
 - ✓ Clarify work assignments and responsibilities
 - ✓ Sequence project tasks to ensure all of the work is done in a logical order, as well as look at the 'critical path' tasks
 - ✓ Lay out the project on a calendar and account for any time when resources are not available
 - ✓ Finalize all resource commitments and communicate key milestone dates
 - ✓ Perform a risk assessment on the plan, then design-in ways to manage the risks
 - ✓ Ensure final stakeholder buy-in of the finalized plan
- **Module 3 Implementation Phase**
 - ✓ Kick off and progress meeting
 - ✓ Communication on projects
 - ✓ Reporting
 - ✓ Modifying projects
 - ✓ Plan for action