

# Project Management For Non-Project Managers








Inter-Departmental Development  
2 Day Workshop

## Training Workshop – Module Overview

Innesskirk's innovative “**Project Management for Non-Project Managers**” is an intensive program addressing key project management and project delivery skills, with clear, practical guidelines every step of the way.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

## Workshop Objectives – Delegates Will Be Able To...

-  Grasp techniques to deliver projects on time and within budget
-  Direct a project from start to finish utilizing professional tools and programs
-  Identify the different stages of the project cycle, being aware of the tools available for each project's cycle
-  Manage time, budget and quality variables for projects
-  Employ critical path analysis to determine project task priorities
-  Comprehend and apply common project management terminology
-  Understand the use of applications, such as MS Project™ contribute to the success of project management

## Post Workshop – IMPACT™ Program

**IMPACT™ Project** – Delegates identify a work related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

**IMPACT™ Coaching** – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

## Workshop Agenda – Day One

### WELCOME

#### Introduction And Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity.

#### Project Management Overview

This segment includes an introduction to project management, the role of the Project Manager, project manager and team qualities, as well as project failure and success factors.

#### Project Management Stages

Delegates will discuss the project management model with four stages, including the project charter; scheduling; execution; and conclusion.

#### Project Setup Stage

Instructor will guide teams in the appropriate structure and content of a project charter. Items discussed range from objectives, stakeholders, cost-benefits, assumptions, to project justification.

### LUNCH

#### Project Planning And Scheduling Stage

Discussion targets approaches to plan and schedule a project; use of work-breakdown structure; activity matrix; critical path; scheduling techniques; and the use of Gantt charts as communication tools.

#### Setting Up And Scheduling A Project

Each team chooses a project to setup, plan and schedule. This is a hands-on activity that includes a review of each element and the delivery of the project schedule, step by step.

#### Project Execution Stage

Project execution is covered in detail including: use of monitoring activities, common project meetings and use of milestones, and project change management.

### CLOSING

Review the main points of interest of the day, identify possible work-projects, and preview day two.



**INNESSKIRK GLOBAL**

Providing Solutions with **IMPACT™**

# Project Management For Non-Project Managers

Inter-Departmental Development  
2 Day Workshop

## Workshop Agenda – Day Two

### WELCOME

#### Cost Management

Overview of the use of budgets to manage project costs, along with the practice of earned value management.

#### Quality Management

Delegates review the practice of quality assurance, quality control systems, quality specifications and quality documentation systems to effectively manage quality.

#### Risk Management

Instructor led discussion of methods to deal with risks inherent in any project, including risk registers, risk planning techniques, risk mitigation, transfer and monitoring processes.

### LUNCH

#### Project Conclusion Stage

Conclusion processes comprised of: close-down meetings; project analysis requirements; and the sign-off process.

#### Project Management Tools

Overview of project methodologies, project management office tasks, computerized project management programs and applications, and project management qualifications.

#### Cultural Impact On Project Management

Delegates discuss the influence of culture on project management, the importance of organizational culture and cross-cultural influence on effective and efficient project management.

#### Identification Of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information received during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

### CLOSING

Review the main points of interest for the course, deliver course administration such as: evaluation, action plan, and deliver delegate certificates.

## Do You Have Specific Requirements?

### Tailoring For In-Company Delivery

Innesskirk is able to customize this workshop to adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, email us at [info@innesskirk.com](mailto:info@innesskirk.com) to discuss your specific requirements further.



**INNESSKIRK GLOBAL**

Providing Solutions with IMPACT™