



**CONTINUING EDUCATION**

## **Project Management**

### **CEQAL 549**

Learn the tools required to more effectively and efficiently manage projects throughout the organization. Primary focus is on the use of tools to effectively manage project schedules, costs, resources, risks and other key aspects of project success. Microsoft Project is used throughout the seminar to demonstrate how project management software can be used to further improve project management efficiency.

**Who Should attend:** Individuals who manage projects, members of project or product teams and others with project management responsibilities.

**Prerequisite:** Basic computer skills in a Windows® environment.

**CEU's Credits:** 1.6

**Duration:** 16 Hours – 2-day course

**Course Content:**

- Introduction to Project Management**
  - What is a project?
  - The Benefits of Using Project Management
  - The Triple Constraint Theory
  - Basic Project Management Tools
  - Project Management and Organizational Structures
- The Project Management Foundation**
  - The Five-Phases of Project Management
  - Project Management Team Dynamics
- Planning a Project**
  - The Work Breakdown Structure (WBS)
  - Brainstorming
  - Project Graphics

### **Project Optimization**

- Managing the Budget and Resources

### **Managing the Project**

- Controlling the Project
- Benefits of a Project Plan
- The Five-Step Model of Project Management
- Types of Project Reports
- Conducting Project Reviews
- Closing The Project

### **Working With Microsoft Project Software**

**Note:**

Computers with a current version of MS Project® will be required for the software workshops.

*Each participant will receive a comprehensive manual and a Certificate of Completion at the close of the seminar.*