Project Management Skills for Non Project Managers

Course Introduction   3m

Lesson 1 - Planning the Project   1h 6m
Planning the Project
Define the Project Requirements
Key Area Analysis: Things to Consider
Questions to ask yourself?
Definition
Criteria for Judging a Project
Stages of the Project
Defining the Project Requirements - Real Life Example
Defining the Project Requirements - Assessment Activity
How to Define the Project Requirements - Guidelines
Create Your Project Plan
Schedule
Benchmarks
Benchmarks Real Life Example
Team Development
Pushback
Project Plan
Sample Microsoft Project Plan
Sample Project Plan
Milestones
How to Create Your Project Plan - Guidelines
Lesson 1 Reflective Questions
Lesson 1 Review

Lesson 2 - Implementing the Project Plan   1h 9m
Implementing the Project Plan
Execute the Project Plan
Kick-Off Meeting
Kick-Off Meeting - Real Life Example
Delegation
The Limitations of the Project-Management Role
How to Execute the Project Plan - Guidelines
Executing the Project Plan - Assessment Activity
Monitor the Progress of the Project
Time-Management Tools
Checkpoints
Performance Gaps
Common Performance Problems
Common Performance Problems - Real Life Example
How to Monitor the Progress of the Project - Guidelines
Monitoring the Progress of the Project - Assessment Activity
Negotiate for Success
Red Flags
Troubleshooting
Escalation
Troubleshooting Strategies
Negotiation Strategies
How to Negotiate for Success - Real Life Example

Total Duration: 2 hrs 18 min