



WWW.KQEINC.COM

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Understanding Project Management

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, these three days will familiarize you with the most common terms and the most current thinking about projects.

- ✓ Introduction and Course Overview
- ✓ What is a Project?
- ✓ Project Management Basics
- ✓ Pre-Assignment Review
- ✓ How Can Projects Help Me?
- ✓ A Project's Life Cycle
- ✓ Selling a Project
- ✓ Preparing Your Project
- ✓ The Role of a Project Manager
- ✓ A Project Manager's Skills
- ✓ Project Goals
- ✓ Laying Out the Project
 - The SOW
 - Project Planning Worksheet
 - Writing Reports
- ✓ Project Risks
 - Risk Inventory
 - About Risks
 - Reducing Risks



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- ✓ Contingency Planning
- ✓ What Really Needs To Be Done?
 - Beginning to Plan
 - Charting Your Course
 - Milestones
- ✓ The Work Breakdown Structure
- ✓ Planning Tools
 - The Network Diagram
 - PERT
 - Gantt Charts
 - Flow Charts
- ✓ Scheduling
- ✓ Budgets
- ✓ Teamwork
 - Why is Teamwork Important?
 - Building a Winning Team
 - The Team Machine
- ✓ Developing Teams
 - Four Issues to Address with Project Teams
 - Team Development
 - Earthquake!
- ✓ Communication
- ✓ Closing Out A Project
- ✓ Team Meetings
- ✓ Presentation Primer
- ✓ Project Presentations