

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

THE
Carroll-Heller
GROUP, LTD.

OVERALL OBJECTIVE

The Project Management for Non-Project Managers Workshop aims to provide non-project managers with the project management knowledge, skills, tools, and techniques to make the transition to a project leadership role and ensure optimum project execution while increasing the confidence to manage a project through the project stages of initiating, planning, executing, monitoring, and completing.

OUTCOMES

Participants will be able to:

- Establish a project scope
- Understand roles required in a project
- Identify stakeholders and their expectations
- Know how to plan for a project from start to finish
- Position their projects within the organization's strategy
- Apply a consistent approach to initiate and plan projects
- Know what it entails to transition to a project leadership role

APPROACH

- A basic overview approach to be adopted that will allow first time project managers to practice their project manager role with confidence or to improve project team members' participation in a project.
- Practical checklists and/or tools to be used throughout.
- Project management practice applied to each stage.

CONTENT

- 1. Project Management**
 - Defining Project Management
 - Components to Consider
 - Stages of Project Management
 - Project Strategy
 - My Project Experience

- 2. Initiating**
 - Project Definition
 - Stakeholder Analysis
 - Establishing a Project Charter
 - Ideas How to Avoid Project Scope Creep
 - Project Challenges
 - Information Flow

- 3. Planning**
 - Creating Order
 - Developing a Team
 - Project Strategy Flow
 - Techniques and Tools
 - Project Team Resources
 - Integrating the Plan

- 4. Executing and Monitoring**
 - Managing the Executing Stage
 - Formats for Meeting Notes
 - Executing and Monitoring Actions to Remember
 - Tracking Changes

- 5. Closing**
 - Project Review Plan
 - Handover Plan
 - Document Lessons Learned
 - Closure

- 6. Information Index**
 - Project Management Glossary
 - Project Roles and Responsibilities
 - Competency Checklist
 - My Project Management Commitments



“Your Total Training Resource”

Registration Information

Time: Workshops scheduled from 9:00 a.m. to 4:30 p.m.

Pricing: 1-2 attendees \$295 per person, 3+ attendees \$255 per person.

Current Location: DePaul University, O'Hare Campus, 8770 W. Bryn Mawr Ave., Chicago, Illinois 60631 ([Click here to download a map and directions](#))

Starting June 1, 2018 all workshops will be in our new location:

New Location: OLC Education & Conference Center (The name on the building is AAOS.), 9400 W. Higgins Road, Suite 100, Rosemont, IL 60018-4975 The parking garage next door has free parking with validation, available at the front desk.

To register or for additional information either email, phone or complete the [online registration form](#). **Email:** Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or **Phone:** (630) 495-0505 or (800) 869-7497.

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or Phone: (630) 495-0505 or (800) 869-7497.