

# 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.

**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.

[Click here to download a map and directions.](#)

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