PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

THE Carroll-Keller 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.

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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

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"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: Hilton Garden Inn O'Hare, 2930 S. River Road, Des Plaines, IL 60018
(Just north of Devon Avenue, past Rivers Casino.)
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 or Dean Carroll at dcarroll@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 live onsite workshops or virtual 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 dcarroll@c-kg.com or phone: (630) 495-0505 or (800) 869-7497.