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.

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

Registration Information

Time: This is a 7 hour workshop delivered over 2 days.

Pricing: The per person fee for 1-2 participants is $335.00; for 3 or more the fee is $295.00 per person.

Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.

- *To register we will need the name of each participant and their email address.*

- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from** smalan@c-kg.com**.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.

- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.

- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the online registration form. **Email/Phone:** Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

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 in person and virtually and are instructor led. Please contact us with any questions.