

## **Basic Tools for Managing Projects without Projects Managing You**

### **Overview:**

The reality of getting things done in today's workplace has become more challenging (and frustrating!). As evidence of this, it has been estimated that over 70% of all projects in Corporate America never reach completion - wasting scarce resources, limited time and critical opportunities.

Despite this reality, managing a project is the only way to bring people and resources from across the organization together for any hope of successful execution to impact the business. This workshop is designed for anyone in business - from the mail room to the board room - who may be called upon to lead or contribute to a project that impacts the business (and inevitably your career).

Participants will return to their workplace with an understanding of the project management discipline and will be armed with a "survival guide" of tools and tactics to tackle their next project management opportunity. Whether called upon to be the manager of the project or a participant on the project team, you will have greater understanding, confidence and appreciation for how to see a project from start to finish.

### **Focus Areas:**

- Managing a project like a full time project manager without being one
- What is a project and how do you know when it is done?
- How to be accountable for project results when you have no formal authority
- How to do your "real job" in addition to managing projects
- Learn to use project management tools like: Project Scope, Work Breakdown Structure, PERT charts, Milestone charting and Monitoring Registers during in-class case studies

**OJI – On the Job Impact:**

- Get your projects done – on time and on budget
- Defeating project scope creep - Getting everyone on the same page and keeping them there
- Measure the ROI of a project
- The Project Management survival guide and planner (provided on a flash drive) can be applied to existing and new projects
- Become a “go to” leader who gets things done

**Who will benefit:**

Anyone in the organization who may be called upon to lead or contribute to a project that impacts business results (and inevitably your career)