

## Project Management for the Business Manager

### Course Overview

#### **The Challenge**

Do you own your own business or operate as an entrepreneur within a larger enterprise? If yes, then you understand the urgent need to get projects done on time the first time, with delivery of all that was promised. Are your projects completing as planned? If not, would you benefit from project training that you can actually use to get the job done? Would it help if the course material was immediately useful in the projects you have running right now?

#### **The Solution**

*Project Management for the Business Manager* delivers practical, hands-on training in essential project management concepts and techniques that every business manager must know. All topics include field-proven best practices that are effective in any project setting. Participants learn how to structure a project, establish and manage scope, create an effective schedule, identify and manage risks, control costs and more. The format is truly multimodal, with a mixture of exercises, group discussions and lecture. Whether new to Project Management or building on existing skills, participants will return to their business better equipped to bring their projects to a successful conclusion. Topics covered during this course include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and managing scope, schedule and budget
- Establishing effective communication
- Procurement; Resource Planning; Quality
- Managing Project Risk
- Change Control
- Controlling cost
- Product delivery

### Who should attend

This course will be of immediate value to business owners, functional managers, newly assigned project managers and team leads, managers of project managers, and business managers with project responsibility.

### Prerequisites

This course assumes some experience with project work.

### Course Information

- **Duration:** 2 days. Can be customized by request.
- **Typical class size:** 6 to 24 attendees but can accommodate any number
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Student Guide
  - CD packed with high quality Project Management templates
  - Certificate of Participation
  - 12 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2055

### Course Outline

#### *Project Structure*

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Roles in the Project
- Project Life Cycle
- The Business Case
- Estimation
- The Project Charter

#### *Project Planning*

- Defining Scope - Requirements and the WBS
- Developing the Project Schedule
- The Communication Strategy
- Project Budget
- Procurement; Resource Planning; Quality
- Managing Project Risk

#### *Execution and Control*

- Change Control
- Monitoring progress
- Managing stakeholders
- Vendor management
- Controlling cost

#### *Successful Conclusion*

- Transition Planning
- Testing the product
- Product Delivery
- Customer acceptance
- Contract closure
- Administrative closure
- Conclusion

### Learning Approach

## Project Management for the Business Manager

- A highly experienced instructor will use interactive lecture format, hands-on exercises, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

### Why should I take this course?

- If you are experiencing difficulties in your projects, the material in this course will give you an understanding of steps you can take to gain control.
- Experienced project managers will obtain a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution.
- Take this course and learn how to avoid the problems that business managers most often encounter in their projects.

### Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

### Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

[info@cvr-it.com](mailto:info@cvr-it.com)