

Course: Project Management for Executives**ID:** 1384-PME01**Contact Hrs. / PDU's:** 7**Course Length:** 1 Day

Course Description: This course has been designed to provide senior managers and executives with the tools and techniques necessary to achieve success. This course provides comprehensive perspective of the art of managing projects, a core understanding of the value of professional project management, and provides tools for developing a project management culture. Special attention is paid to quantitative metrics for success and issues unique to managing multiple projects and project managers.

Course Objectives:

- Learn how to develop core project management skills in your people.
- Learn how much project management is too much.
- Learn how to hold your project managers accountable.
- Learn what questions you should be asking.

Target Audience: Senior executives who are not familiar with the science and profession of project management. This course is all about learning how to ensure your project managers are successful in the real world!

Prerequisites: None**Provided Material:**

- Course Manual

Course Outline:

- Introductions
 - Current PM performance
 - What makes projects succeed or fail?
 - What knowledge do you need to succeed?
 - Benefits & challenges of project management
 - Foundations of a project management culture
- The Basics of Project Management & The PM process areas
 - Processes vs. methodologies why care?
 - How does it all fit together? o The basic steps of PM
 - 6 things every project must have
 - Starting a project (Charters , Business Cases & SOWs)
- Stakeholder & Roles
 - Who is the sponsor & what is their role?
 - Defining key stakeholders
 - The role of the project manager & project coordinator
 - Tools for effective stakeholder management
- Project Execution & Control o Project estimates
 - Key performance indicators & Tasks vs. deliverables
 - Project communication
 - Variance analysis
 - Managing change
 - Questions for success
- Project Closeout
 - The process
 - Ensuring success



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