

## Department of Corporate Training

### Project Management for Business Professionals (Non- Project Managers) Level 2

- Understand the importance of Project Management in business
- Learn the benefits of effective Project Management
- Understand the elements of a project charter and how to apply in the workplace
- Learn the importance of the scope of a project, communication, and stakeholders; to the successful outcome of a project
- Learn project management tools to create project schedules and assess risks
- Learn how to estimate project costs

#### Learning Outcomes:

- **Understand how organizations select and prioritize projects**
- **Describe and create a project charter, communication plan, risk register, scope statement**
- **Learn different methods for developing a work breakdown structure (WBS)**
- **Learn to identify and prioritize key stakeholders to a project**
- **Create a project schedule using the AON method and depicting on a Gantt chart**
- **Learn to identify the critical path of a project**
- **Describe how to plan for risk management, identify risks, analyze risks, and create response plans**
- **Learn methods to estimate project costs**

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