

**Corporate Training
239-433-6963**

Department of Corporate Training

Project Management Skills for Non-Project Managers

Although you are not employed as a project manager, you may occasionally be called on to take part or lead a small-to medium sized project for your company. In this course, you will strategically plan a project so that you can receive the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics of the project management process and the tools needed to manage small- to medium- size projects.

4 hours class maximum 12 students

Learning Outcomes: You will be able to understand the main features of managing a project:

- Project Initiation
- Planning a Project
- Quality Assurance
- Estimating work and cost
- Staffing
- Project control and risk
- Execution
- Close out

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