Training Statement:

This course addresses the nuts and bolts of project management essentials for anyone charged with leading a project team to successful completion. Participants will discuss theoretical fundamentals as well as participate in hands-on activities that will help them to plan and execute projects on time, stay on budget, and work with maximum efficiency. Participants will also receive an introduction to Microsoft Project.

Objectives:

- Increasing effectiveness with project management
- Stakeholder management essentials
- Risk management considerations
- Developing a project communications strategy
- Lessons learned
- Next steps

Course Outline Highlights:

Exploring the 5 project management phases
Effectiveness, metrics, and measureability
Scheduling
Setting and meeting goals
Eliminating rework
Team considerations

Communication plans and barriers
Personal styles and communication
Risk management
Identifying and prioritizing stakeholders
Best practices for maximum effectiveness

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