

## Project Management for Non-Project Managers

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**Date :** Feb 20, 2018 - 09:00 AM - Feb 21, 06:00 PM

**Event URL :** <http://www.sfbayeventslist.com/events/project-management-for-non-project-managers-feb-2018>

**Organizer :** GlobalCompliancePanel

**Venue :** Four Points by Sheraton Los Angeles International Airport

**Location :** 9750, Airport Blvd  
Los Angeles, CA, USA, ZIP: 90045

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This two-day seminar will begin by laying the foundation for the subject by first defining what a project is and then discussing the unique roles that the project manager must assume along the length of any project. The Triple Constraint, the most fundamental of project management principles, will be explained in detail with examples and tools provided that can be used to integrate the principle into any project management process.

Each stage of project management - Initiate, Planning, Executing, Monitoring and Controlling and Closing will be detailed. Activities highlighting each step of the process and key concept will be presented giving participants an opportunity to practice their newly learned skills.

Day two of the seminar will be mostly devoted to project planning and scheduling. Participants will be able to develop network diagrams and schedules for a fictitious project that will carry through to the end of the seminar incorporating each new concept presented.

Team development, the most critical and overlooked component of any project, will be discussed in depth emphasizing the importance of the human element in the execution of any project.

The seminar will end with the discussion of another often overlooked and neglected component of any project - the project close.

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### Why you should attend

Today more than ever before the job titles that we hold are not entirely reflective of the work that we do. Global teams and collaboration often place those in positions of team leadership that

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have the least foundation to manage all facets of complex projects. Project management requires specific knowledge of the key project facets that must be carefully managed. The interactions across divergent corporate functions, culture, language, and time zones all pose unique challenges to the new project manager. This seminar will arm the new project manager with the tools to begin an effective project management process and the ability to apply that process to the projects to which they have been assigned.

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### **Who Will Benefit:**

- Senior Directors
- Directors
- Supervisors
- Engineers
- Scientists
- Managers
- Associates

### **Day 1 Schedule**

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Lecture 1:

#### **Project Management Fundamentals**

- Activity - Project Presentation
  - Project Management Overview
  - Project Manager's Role
  - "Triple Constraint"
  - Project Life Cycle
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Lecture 2:

#### **Project Management Stage 1 - Initiate**

- Project Charter
  - Project Scope Statement
  - Project Assumptions & Risk
  - Activity - Project Charter Data Checklist
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Lecture 3:

#### **Stakeholders and Project Participants - How are they identified and how are they managed?**

- Project Stakeholders
- Activity - Identify your Stakeholder

- Project Organizations
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Lecture 4:

### **Project Management Stage 2 - Planning**

- Project Management Plan
- Work Breakdown Structure
- Activity - Work Breakdown Structure

### **Day 2 Schedule**

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Lecture 1:

### **Project Management Stage 2 - Planning (Continued)**

- Task Responsibility Matrix
  - Activity - Task Resp. Matrix
  - Project Scheduling
  - Duration Estimates
  - Activity - Estimate Delivery Time
  - Project Timeline
  - Schedule Analysis
  - Activity - Building Network Diagram
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Lecture 2:

### **Dealing with Risk and Uncertainty**

- What is risk?
  - What is the process of assessing risk?
  - Project risk & situational analysis
  - Identifying risk
  - Risk mitigation
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Lecture 3:

### **Project Management Stage 3 - Executing**

- Direct and manage project execution
  - Team development
  - Team and individual goals
  - Define team member goals
  - Teams operating process
  - Support relationship development
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Lecture 4:

## **Project Management Stage 4 - Monitor & Control and Stage 5 - closing**

- Project Control
- Monitoring
- Reporting
- Re-Planning
- Activity - Determining Re-Planning Options
- Budgeting Overview
- Workshop Review
- Practicum Preliminaries

### **Charles H. Paul**

President at C. H. Paul Consulting, Inc.

**Charles H. Paul** is the President of C. H. Paul Consulting, Inc. - a regulatory, manufacturing, training, and technical documentation consulting firm - celebrating its twentieth year in business in 2017. Charles has been a regulatory and management consultant and an Instructional Technologist for 30 years and has published numerous white papers on various regulatory and training subjects. The firm works with both domestic and international clients designing solutions for complex training and documentation issues.

He has held senior positions in consulting and in corporate training development prior to forming C. H. Paul Consulting, Inc.. He also worked for several years in government contracting managing the development of significant Army-wide training development contracts impacting virtually all of the active Army and changing the training paradigm throughout the military.

He has dedicated his entire professional career explaining the benefits of performance-based training

Please contact Marilyn Turner: Phone: +1 929 900 1853 Email: marilyn.turner [a] nyeventslist.com for registrations

**Event Categories :**