

## **Project Management Overview for Auditors**

---

**Date :** Jun 04, 2018 - 09:00 AM - Jun 05, 06:00 PM

**Event URL :** <http://www.sfbayeventslist.com/events/project-management-overview-for-auditors-jun-2018>

**Organizer :** GlobalCompliancePanel

**Venue :** WILL BE ANNOUNCED SOON

**Location :** 1 Main St,  
Los Angeles, CA, United States, ZIP: 00000

---

What are the basic steps for implementing a project using Project Management methodology? What role will I have to play in implementation? What happens if I've never worked on a Project of this size before?

This class will explain what Project Management is and provide tools for understanding, and participating in, a Project. We'll cover how to write a clear and concise project statement, the basic phases of Project Management, and how to set up the project with measurable outcomes. We work through an example together that highlights how to set up the schedule, break a project down to manageable tasks, and talk about the reality of working on a Project while maintaining existing/ongoing workloads. We'll also discuss tools to track your Project, ways to minimize risk associated with the Project, and review a glossary of Project Management terms.

---

### **Why should you attend:**

Projects without proper management tools are 'wish lists' instead of 'plans'. Using Project Management (PM) techniques from the Project Management Institute (PMI) increases the likelihood that projects will be completed on time and to target.

---

### **Areas Covered in the Session:**

Upon completion of this course, participants will be able to

- Write a clear and concise project statement

[www.sfbayeventslist.com](http://www.sfbayeventslist.com)

- Define the Four Phases of a Project
  - Set up and monitor Project measurables.
  - Understand the roles and responsibilities of each member in the Project Team
  - Break down a Project into smaller tasks
  - Schedule the work around existing commitments
  - Discuss tools for Project Management (Visio and MS Project)
  - Identify and mitigate risks associated with the projects
  - Define Project Management terms and concepts
- 

### **Who will benefit:**

This course is intended for the beginner who may need to work on a Project; as a quick refresher for those who haven't done a formal Project in a while; and as a primer for those Project Managers who may need to explain PM methodologies in terms that make sense to the novice or uninitiated.

### **Day 1 Schedule**

---

Lecture 1:

#### **Writing clearly defined project statements (25 words or less)**

---

Lecture 2:

#### **Clarifying project objectives with measurable outcomes that align with project statements**

---

Lecture 3:

#### **Developing a project timeline based on available information**

---

Lecture 4:

#### **Breaking a project into smaller tasks**

---

Lecture 5:

#### **Assigning responsibilities**

---

Lecture 6:

#### **Determine the critical tasks path;**

## Day 2 Schedule

---

Lecture 1:

**Tracking Progress towards milestones and goals (tracking tools)**

---

Lecture 2:

**Reporting progress to management and stakeholders;**

---

Lecture 3:

**Managing multiple projects while maintaining daily workload**

---

Lecture 4:

**Clarifying roles and responsibilities and maintaining project status**

---

Lecture 5:

**Running productive project meetings for planning, brainstorming, status updates, and problem solving**

### **Mary McDonald**

CEO, McDonald Consulting Group

**Ms. McDonald** has had over 25 years' experience in Project Management and Improvement, both with large multinational corporations such as IBM and Motorola, and with smaller groups including non-profits and government. She has a Bachelor of Science in Environmental Engineering and a Master of Science in Industrial Administration, and has worked with both large and small organizations to help them manage their projects and break it down into language that is understood easily by those who have not had formal Project Management training. Mary successfully ran several large complex projects while in industry, and was able to work with a wide variety of skill levels (from PMI Project Managers to those who did not know any Project Management terminology). Mary has worked extensively with both internal and external auditors and tailors the course material to her intended audience. She is a Project Management Master and uses Project Management techniques in her own business every day. She is a PMI Project Management instructor.

Please contact Marilyn Turner: Phone: +1 929 900 1853 Email: [marilyn.turner \[a\]](mailto:marilyn.turner@nyeventslist.com)  
[nyeventslist.com](http://nyeventslist.com) for registrations

[www.sfbayeventslist.com](http://www.sfbayeventslist.com)

**Event Categories :**