

## People-Centered Project Management

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### Course Summary

#### Description

This workshop is about creating success through people. It goes behind the science of PERT, MS Project, and GANT charts to look at the art of working and communicating with people connected to the project. Within a five-step process for project planning and management, we will study the human side, addressing issues such as qualifying the need for the product, scoping the project, team work, communications, and risk management.

At the core of every project are its people: the people who want the project, those paying for it, and those you will depend on to do the work. The best-planned project can still fail if you ignore its important interpersonal dimensions.

#### Objective

Upon completion of this course, Students will learn:

- Know the rudiments of the project cycle
- Understand how to put people into your project plan
- Have a toolbox for dealing with the various personalities associated with a project cycle
- Gain simulated experience through case studies and group work

#### Topics

- Keys to success for project management
- Basic concepts of project management
- Five phases of a project cycle
- Project scoping: Initiation and definition
- Dealing with the boss who wants everything yesterday
- Preparing and sign-off on a project initiation document
- Preparing a team charter
- Managing a team and how to deal with difficult situations
- Avoiding time traps and other time-wasters
- Risk assessment, management, and mitigation
- Project delivery and review

#### Audience

This introductory course is designed for anyone interested in working with people in order to create a successful project delivery.

#### Duration

One Day