

PROJECT MANAGEMENT SKILLS FOR NON-PROJECT MANAGERS

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **Call for Pricing**

[Email Computer Visions about this class](#)

Class Outline:

Description:

Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve 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 on the project management process and the tools needed to manage small- to medium-size projects.

Outline:

Lesson 1: Planning the Project

Topic 1A: Define the Project Requirements

Topic 1B: Create Your Project Plan

Lesson 2: Implementing the Project Plan Topic 2A: Execute the Project Plan

Topic 2B: Monitor the Progress of the Project

Topic 2C: Negotiate for Success

Topic 2D: Evaluate the Process