



leading & managing projects

*A whole-brained approach
to project management
and team leadership*

Leading and managing projects is both a technical and a people management task. Our approach is to give your project managers the tools and techniques to allow them to get the most out of their teams, with the least disruption, while maintaining a high-level of enthusiasm among their team members.

Our approach shows your people how to:

- **Initiate a project:** Is the problem or opportunity worth the investment?
- **Determine the feasibility:** Can it be done? Have the best approaches been considered?
- **Define the project:** Build an understanding and commitment to the goals and objectives of the project among the team members.
- **Plan the project:** Develop the timing and responsibility for each step in the project.
- **Execute the project:** Ensure that customer needs are met, on time and within budget.
- **Evaluate the project:** How did we do? What did we learn?

Performance

Why attend *Project Management*?

Your people will be able to clearly assess the impact of any project on your organization's goals. They'll be better able to bring projects to successful conclusions. Your bottom-line will improve.

Responsibility

Who will benefit?

Any of the people in your company who are responsible for successfully completing projects: managers and team members.

Skills & Knowledge

What will they be able to do?

- **Assess** the potential impact on your organization of any project.
- **Determine** project stakeholders and plan appropriate communication to gain and maintain their involvement and commitment.
- **Understand** team development and how to create it.
- **Define** a project in terms of scope and objectives.
- **Understand** the role and the skills of a project manager.
- **Determine** the tasks and activities required to complete any project.
- **Estimate** the resources required to do any project.
- **Schedule** tasks and activities.
- **Execute** and control any project and know how to modify them when required.
- **Evaluate** projects on closure to measure outcomes and to support learning.

Getting Underway

When is the best time to train your people?

Project Management gives your people new tools to work with the day they finish the workshop. Projects are always with us. Each new project has the potential to succeed or fail. After the workshop, your people will have the tools for project success.

Contact

Where can you get more information?

Contact us by e-mail at info@processdesignconsultants.com, or visit our website at <http://www.processdesignconsultants.com> for more information on how your people can build their project management and leadership skills.

Do it!

How it's done

Two-day workshop

Day 1

Introduction

- Definitions
- Best/Worst Exercise
- Case Study
- Group Development Model
- Project Management Process
- Initiation Phase

Planning Phase

- Goal Statement
- Project Objectives
- Ground Rules
- Roles and Responsibilities
- Work Breakdown Structure
- Resource Requirements
- Responsibility Assignment

Day 2

- Project Scheduling
- Plan Review

Execution Phase

- Project Monitoring
- Project Modification

Closure Phase

- Evaluation and Close-Out
- Summary and Road Map

To give your people a thorough workout, the workshop is divided into presentation and discussion, 6-hours; case study resolution, 4-hours; and application to work-related projects, 5-hours.

The Project Management workshop gives your employees the technical skills they need to define, plan and implement projects. The people management skills they learn help them gain and maintain the commitment, enthusiasm and support of the project team. The management structure continuously improves project performance across your organization.

The workshop is also available in a three-day format, emphasizing task and people skills.