# The Five Keys to Managing Any Project

## Overview

Projects are all around us—at our work, at our home and in our everyday life.  Whether you are managing a large software implementation to planning a wedding for your children, all of us manage projects or participates in projects.  This course covers 5 fundamental concepts that are critical to success in any project of any size.  So if you are a project manager, just wanting to hone his/her skills or someone just wanting to manage their personal projects better, this class is for you.

## How Does This Program Benefit You?

Organizations today, as well as life, are full of projects to be completed.  Not everyone will want to be a professional project manager, or will have the opportunity to lead a large project during their career.  However EVERYONE will be responsible for a project of their own, whether it be planning for college, or planning to remodel a house.  We all lead projects all the time.

This course gives the everyday person the knowledge needed to be more effective in their life.

Project management skills are useful to everyone.  Those that attend this course will experience:

- Higher project completion rates

- Achievement of personal and career goals

- Less reactionary moments and crises

- Better communication with people around them

## Who Should Attend?

The program is intended for people of all careers, disciplines and interest.  The skills learned here are life-long skills that are valuable today and everyday.  Learn to be more effective in what you do and achieve the goals you want to achieve.

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## 1-day Format

This program can be delivered in an accelerated 1-day format highlighting each of the 5 keys, their importance and simple ways to change behavior to experience project success.

Students will gain knowledge on the value of each skill and demonstrate their understanding of applying each tool.

## 2-day Format

The 2-day format allows for greater understanding and adoption of each tool.  Students will work in teams on exercises and case studies, improving their understanding and ability to apply concepts in a variety of settings.

For groups that attend the program, exercises can be tailored to support application in a targeted environment.

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## Table of Contents

### Session 1: The Project Charter

- Define the project along with the business justification
- Identify major deliverables and milestones
- Articulate project objectives in quantifiable and measureable terms, including quality expectations
- Define the key stakeholders and decision makers
- Outline project/program constraints and assumptions, including procurement items
- Highlight key known risks

### Session 2: Project Stakeholders & Communication

- Evaluate key stakeholders and secondary stakeholders
- Detail out a plan for regular communication and escalation parameters
- Recognize potential effects of poor communication

### Session 3: The Project Schedule

- Define all the work that needs to be done
- Determine the order of work to be done
- Create a realistic schedule showing when you will be done

### Session 4: Status Reports and Meetings

- Learn best practices in managing meetings and delivering status
- Identify the elements of a standard agenda
- Create a project status report

### Session 5: Managing Risks & Issues

- Understand the difference between risks and issues
- Identify best practices to deal with risks and issues
- Document and identify risks
- Document and respond to issues