

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

Objectives

- To provide non-project managers with the project management knowledge, skills, tools and techniques to make the transition to a project leadership role and ensure optimum project execution.
- To increase the competence to manage a project through all project stages: initiating, planning, delivering, monitoring and completing.

Approach

- A basic overview approach to be adopted that will allow first time project managers to practice their project manager role with confidence.
- Practical checklists and/or tools to be used throughout.
- Project management practice applied to each stage.

Content

Initiating	• Project management cycles
	• Project definitions & scope
	• Stakeholder management
	• Teams & roles
	• Authorization
Planning	• Developing a team
	• Techniques and tools
	• Coming up with the integrated plan (using master formats)
Delivering	• Managing the people
	• Managing the plan
	• Managing systems
	• Managing change
	• Managing quality
Monitoring	• Controlling variations
	• Reporting (including acknowledging successes)
	• Taking action
Completing	• Reviewing
	• Reporting
	• Completing
	• Handing over
Leading	• Best practice

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS (Cont.)

