

BLOCH EXECUTIVE EDUCATION

OPEN ENROLLMENT 2017

Successful Project Management

Wednesday, May 10, 2017 | 9AM – 4PM

What You Will Learn

Project management is a unique discipline distinct from general management that requires technical, process, and psychology skills. It takes training and practice to manage a project and complete it on time and within budget. This course will guide you through the steps to learn the skills needed to manage and successfully complete any project on time and within budget. Throughout this workshop, interactive exercises, relevant examples, and small group discussions reinforce learning and keep the session interesting and fun.

Key Topics

- Define project scope definition and identify project requirements
- Assess project risk
- Develop a work breakdown schedule (WBS)
- Use a project network diagram to organize work
- Transform project objectives into a work plan
- Use the critical path to develop a timeline
- Use a Gantt chart to manage project activities
- Build the right team--assign responsibility, build commitment, and eliminate barriers to communication
- Lead effective project review meetings
- Manage change, delays, and unrealistic deadlines
- Control the project and report progress status to management
- Complete and close out the project
- Review "lessons learned" and document for future projects, and attendee participation reinforce learning and keep the session interesting and fun.
- Set project goals you can meet
- Set realistic schedules
- Develop and implement a project plan
- Stay on top of schedules, workloads, and people problems
- Save time and energy by using proactive planning rather than reactive
- Cope with squeezed budgets and stolen time

Who Should Attend

Project managers, as well as those responsible for contributing to successful project management, who would like to learn more about project management and how to adopt it in their respective organization.

About the Instructor



William R. Kay, MBA, is an instructor for Bloch Executive Education, and owner of W. Kay & Associates, dedicated to helping organizations and individuals enhance their competitiveness, productivity, and technological performance. For the past 24 years, Bill has specialized in assisting businesses in the quest to improve performance in the areas of strategic planning, finance and accounting, project management, marketing, sales and sales management, and team building following the accelerated learning model for adult learning. Bill's professional experience includes over 20 years as CEO and owner of a major manufacturing company and the past 24 years helping major Fortune 500 companies and universities with organizational development and training.

Register Online

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