

# Project Management Skills

## Workshop-At-A-Glance

### Key Concepts (I)

What is a Project?

What is Project Management & What is a Project Manager?

### Key Concepts (II)

About the Project Management Institute (PMI)

About the Project Management Body Of Knowledge (PMBOK)

The Five Process Groups & The Nine Knowledge Areas

The Triple Constraint

### Initiation (I)

Identifying Your Stakeholders & Assessing Needs and Wants

Setting a SMART Project Goal

Creating Requirements and Deliverables

### Initiation (II)

Creating a Statement of Work

Completing the Project Planning Worksheet

Completing the Project Charter

### Planning (I)

Managing Expectations & Creating a Task List

Estimating Time, Resources, & Costs

### Planning (II)

Building the Work Breakdown Structure

Creating the Schedule

Creating Risk Management & Communication Plans

### Planning Tools

The Gantt Chart & The Network Diagram

Using a RACI Chart

Going the Extra Mile: Microsoft Project

### Executing the Project

Establishing Baselines & Monitoring Project Progress

Triple Constraint Reduction Methods

### Maintaining and Controlling the Project

Making the Most of Status Updates

Managing Change & Monitoring Risks

### Closing Out

Preparing for Closeout & Celebrating Successes

Learning from Project Challenges

Scope Verification & A Final To-Do List

### Wrapping Up

Words from the Wise

Lessons Learned

## Professional Training Series

Our training courses & workshops, combined with our interactive delivery methodologies create an environment that encourages learning and delivers the strategic tools that promote organizational performance.



### Workshop Purpose

*Organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.*

*This workshop gives participants an overview of the entire project management process, as well as key project management tools.*

### Workshop Format

Lecture, Interactive Discussions, Workshops, Hands-on Training

### Workshop Length

One (1) Day

### Continuing Education Units (CEU's)

Five (5)

### Workshop Pricing

Please contact us for workshop pricing, and group discounts.

### Contact Information

Phone: 760.438.4354

Email: [training@novusorigo.com](mailto:training@novusorigo.com)

For a list of all workshops, please visit  
[www.novusorigo.com](http://www.novusorigo.com)

## Training Designed for the Real World

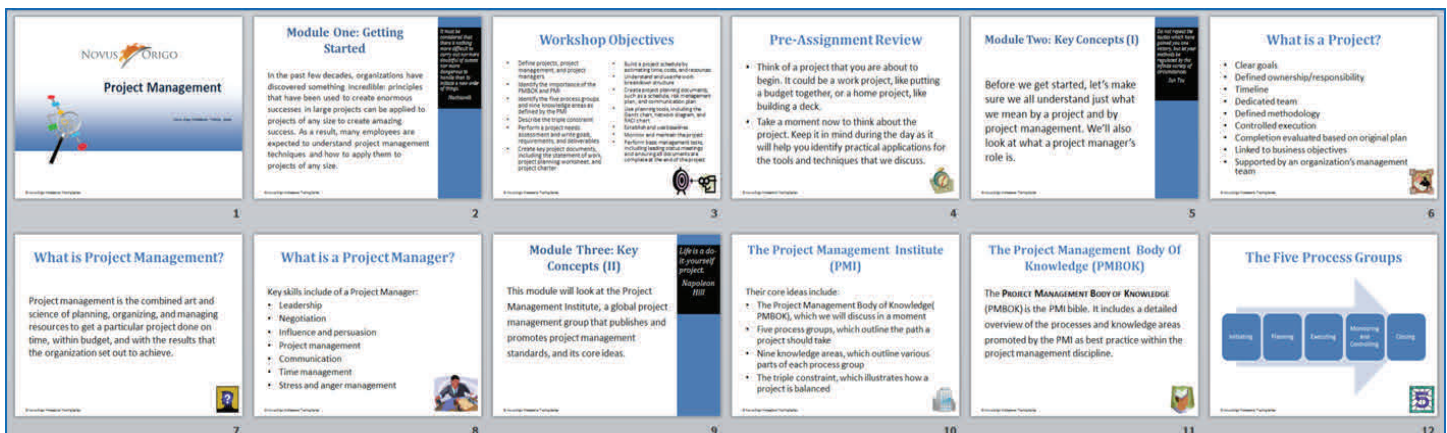
Novus Origo’s professional training courses & workshops are interactive and utilize a multitude of instructional methods before class, during class, and “after” class to deliver successful learning that incorporates and leverages “real work” experiences. **We have over 200 training workshops, and if we don’t have a class that you’re looking for, we can create it for you.**

### The Novus Origo Workshop Difference!

- ✓ **Real World Instructors & Facilitators**
- ✓ **Multimedia Presentations with Animated Case Studies**
- ✓ **Group Discussions & Action Learning**
- ✓ **Interactive Icebreakers, Exercises, & Activities**
- ✓ **Quick Reference Job Aids**
- ✓ **Full Color Student Training Manuals**
- ✓ **Pre-Class Assignments**
- ✓ **Post Module Assessments**
- ✓ **Narrated Audio Version of Course for Student’s Anytime “Take Along” Listening (soft skills attendees\*)**
- ✓ **Paperback Book Version of Course for Student’s Anytime “Take Along” Reading (soft skill attendees\*)**

\* English Soft Skills Classes

### Sample of Workshop Curriculum — Project Management



The image displays a grid of 12 sample workshop curriculum slides for Project Management, numbered 1 through 12. The slides cover various topics including:
 

- Slide 1:** Project Management overview.
- Slide 2:** Module One: Getting Started.
- Slide 3:** Workshop Objectives.
- Slide 4:** Pre-Assignment Review.
- Slide 5:** Module Two: Key Concepts (I).
- Slide 6:** What is a Project?
- Slide 7:** What is Project Management?
- Slide 8:** What is a Project Manager?
- Slide 9:** Module Three: Key Concepts (II).
- Slide 10:** The Project Management Institute (PMI).
- Slide 11:** The Project Management Body Of Knowledge (PMBOK).
- Slide 12:** The Five Process Groups.

### International Recognition

Novus Origo has received fourteen (14) international awards and recognition for our training development from the training industry’s most prestigious organizations such as; *Brandon Hall, Interactive Media Awards, Horizon Interactive, E-Learning Media Group, Digital Health Awards, and Omni Awards.*

