Overview:

As organizations become more project-oriented, responsibilities for leading those projects are pushed down to more junior levels. The ability to manage projects using limited, "borrowed" resources is fast becoming a critical competency.

Objective:

For people with limited business experience, **new to project management**, from all functions in any organization, including engineering and non-technical disciplines.

Foundations is a **"hands on" learning experience** providing a common language, 5-step methodology and basic techniques and templates. Teaches how to plan, schedule, resource, influence, track, report and complete any size project - in any area. Features action learning, individual team exercises and a simulation of a project on which participants practice skills and get *immediate feedback* on results. Aligned with the Project Management Institute's "Project Management Body of Knowledge" (PMBOK®).

Participants **learn, practice and get feedback** by using **The Bottom-Line Tool Kit** on the simulated project. This way they already know the templates and techniques they will use the Monday after graduation on actual projects assigned.

Key Learning Points:

- Speak and apply a common language - use basic terms, answer key questions
- Read Project Charter and create Scope Statement justifying new project
- Organize via PMI's initiating, planning, executing, controlling and closing processes
- Apply 5-Step methodology to plan, organize, resource and implement any size project - in any area
- Develop and apply three key visual tools to plan, balance and track performance
- Resource, staff and complete projects with limited "borrowed" resources
- Teamwork and influence skills - how to get timely help
- Control costs against project budget
- Presentation format to communicate progress to key stakeholders
- Apply Bottom-Line Tool Kit to ongoing projects in the real world

Recommended for:

Working "shirt sleeves" project managers, professionals on large project teams and individual contributors, with business experience but little formal project management training, who do part of the project themselves and use borrowed resources to do the rest.

		Three versions available:
Length:	2 days	1. General Business
PDU Credits/Contact Hours:	16	2. Information Technology
CEU Credits:	1.6	3. Construction

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