Project Management for the Non-Project Manager

Training Overview:

Successful projects do not happen by chance, they require clear objectives, defined scope, disciplined planning, effective communication, and strong execution. This practical 16-hour Project Management for the Non-Project Manager training equips participants with the essential tools and methods needed to lead projects from concept through completion. Participants learn how projects differ from daily operations, why project management matters to organizational success, and how to apply a structured roadmap that improves accountability, timelines, budgets, and results.

Training Objectives:

- Understand the role of project management in achieving business goals and reducing execution risk
- Differentiate projects from routine operations and identify when formal project management is needed
- Build effective business cases to justify and prioritize projects
- Create project charters with clear objectives, scope, responsibilities, and success criteria
- Define project scope, boundaries, deliverables, and stakeholder expectations
- Develop Work Breakdown Structures (WBS) to organize project tasks and ownership
- Identify, assess, and mitigate project risks using structured risk analysis methods
- Apply FMEA principles to strengthen project planning and prevent failures
- Build milestone schedules, activity schedules, and realistic timelines
- Estimate effort, contingency, and budgets for improved financial control
- Create communication plans and RACI charts to improve team alignment
- Monitor progress using project controls, planned value, and earned value concepts
- Manage change, solve project issues, and maintain momentum during execution
- Conduct project closeout activities including customer feedback, lessons learned, and final reporting
- Present project results and recommendations effectively to leadership teams

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