Project Management for Non-Project Managers

Project management principles are applicable to any business or profession where change is necessary to grow and survive. This interactive and entertaining presentation is an overview of the key project management terms, knowledge areas, and processes that are detailed in A Guide to the Project Management Body of Knowledge (PMBOK Guide). Attendees will learn how to apply project management principles in their professions, so they can better implement projects and other change initiatives more successfully.

- What is a project?
- What is project management?
- The six constraints of project management.
  - Define key terminology in this example.
    - Stakeholders
    - Requirements
    - Deliverables
    - Schedule
    - Budget
    - Resources
    - Risk and Opportunities
    - Project and procurement closing
  - Key learning: many of us plan and execute projects, but there are ways to do it more effectively.
- What are the basics? Who, what, when, where, why, and how.
  - Stakeholders
    - Who wants it and why?
    - Business case and agreement to proceed.
  - Scope, Requirements, and Deliverables
    - How big is it going to be?
    - What are the requirements for each deliverable?
    - What is needed to make the party successful?
  - Time and Schedule
    - When do the deliverables need to be completed?
    - What are the dependencies?
  - Cost and Procurement Management
    - How much will it cost?
    - Who’s paying for it?
    - What are the terms?
    - In what manner will the bills be paid?
- Quality
  - What are the quality standards of the deliverables?
  - Can they be achieved?
  - How will they be tested and controlled?

- Resources
  - What are the skills needed to do the work, and who is available?
  - What materials are needed to ensure the project is successful?

- Communication
  - Effective communication ties it all together.
  - Who needs to know what and when?
  - How to best communicate the information.
  - Accountability.

- Risk and opportunities.
  - How will the project be affected?
  - What can be done?

- Project and Procurement Closing
  - Ensures that everything is complete and done to specifications.
  - Provides a decisive end to the project.

- An overview of waterfall and agile methodologies.

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