



Project Management Fundamentals

People in many lines of work and industries often find themselves having to oversee a project. Yet project management skills and approaches are not often taught in schools or universities. Many are left to “wing it” or muddle through as they try to navigate the challenges of planning and managing projects effectively. It doesn’t need to be that way.

Moser Learning offers a 14-hour workshop that covers the fundamentals of project management where participants work through the four phases of an effective project management approach. As a result, participants walk away more confident in their ability to lead projects with a reduced need for stress, chaos, and heroics.

The Four Phases of the Workshop:



Phase 1:
Initiate



Phase 2:
Plan



Phase 3:
Manage



Phase 4:
Close

What Does the Workshop Cover:

- Key terms and concepts associated with Project Management.
- Initiation phase of project management including the Project Charter.
- Planning phase of project management including the Project Schedule .
- Managing phase of project management including typical challenges.
- Closing phase of project management including after action reviews.

What You Will Learn:

- Participants will leave the workshop with a draft Project Charter for a real project.
- Participants will begin to build a draft Project Schedule for their selected project.
- Participants will learn how to use the DISC® assessment to improve communication and collaboration on project teams.
- Participants will acquire the basic tools and concepts to manage and review projects effectively.

Who Should Attend:

- Anyone wanting to learn the basics of project management including a well-established approach to project management.
- Individuals who want to become more effective and efficient in managing projects by being introduced to new tools, concepts and templates.
- Anyone wanting to learn project management fundamentals that they can adapt and share back in their organizations.

Throughout the workshop, case studies, video vignettes of best practices, and applications to real world projects are used to enhance the learner's experience.



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