



DON'T DREAM ... ACT!

Helping businesses and professionals **ACT**
so they can achieve their full potential.

Essential Project Management – 1 day workshop

Objectives

- Manage your tasks and time efficiently
- Run projects faster, cheaper, and better than ever before
- Successfully manage the projects through the skills, tools, and methodologies obtained during the training

Target Audience

Coordinators, managers, team leaders, project managers, and team members who are interested in or responsible for the cost, schedule, and scope of projects.

Agenda: Accelerated, interactive learning with practical application

- Define a project
- Explain the project life cycle
- Emphasize the importance of sponsorship and having a champion
- Understand the Project Charter process
- Develop a Scope Checklist
- Design a Team Contract
- Analyze the project planning steps and their sequence
- Allocate resources
- Assess project risks and their impact on project outcomes
- Design project risk mitigation strategies
- Incorporate changes into the project plan
- Explain the importance of closing out a project

Testimonials

“Nice job teaching critical path and slack time.”

“Great presentation. – will be able to apply some techniques to project management within TCH.”

“Great explaining change management, risk management, close out.”

“Very informative. I liked the forms and I think it is a good practice to follow.”

- The Children’s Hospital participants

Date

**Wednesday,
November 5, 2008**

Time

8:30 a.m. – 4:30 p.m.

Location

Sales Productivity
Consultants, Inc.
5181 Ward Road, Suite 202
Wheat Ridge, CO 80033
(720) 373-2601
info@Ready2ACT.com

Price

**\$395 per person if paid
by October 8, 2008**

\$495 per person if
payment is received after
October 8, 2008

*Price includes a
workbook, continental
breakfast, and afternoon
snack.*

Credits

7 PDU's (hours)

www.Ready2ACT.com

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