



TrainUtopia

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LEADING SUCCESSFUL PROJECTS

Program Description

Welcome to the new world of management work. It's no longer about "sweating the small stuff" because most of the small stuff is no longer a manager's responsibility. Those day-to-day tasks have been replaced with project work that takes weeks or months to complete. Managers now lead, or are part of, project teams that are responsible for projects with a direct and significant connection to the bottom line. Unfortunately, many managers are not really prepared to lead project teams. As a result deadlines, budgets, and deliverables are all at risk.

Leading Successful Projects provides the structure, process, and tools necessary to master the art and science of project management. The program identifies the critical phases every successful project must go through, and examines each phase through the lens of the questions that must be answered to assure project control and progress.

Program Objectives

Managers and team leaders will be able to:

- Understand the four phases that every project goes through.
- Assess the probable impact of a project on business goals.
- Determine the roles, tasks and activities needed to complete any project.
- Ask the right questions in each phase of a project.
- Use a clear system to track project progress and update stakeholders.
- Motivate project team members to maintain their commitment and support

Program Outline

Leading Successful Projects enables managers to identify and work with the key variables that impact how projects are defined, planned and implemented. The program also focuses on the interpersonal skills managers must use to win and maintain the commitment, enthusiasm and support of the project team. The 2-day workshop, divided into 4 modules, includes the following:

1. **Getting Started** - the big picture, success factors, and goals
2. **Getting Ready** - defining resources, roles, and responsibilities
3. **Building An Action Plan** - aligning resources, roles, and responsibilities
4. **Executing and Closing** - monitoring, control, and completion