

Glen Oaks Community College – Business Services

Project Management

Objective:

Through the use of presentation, discussion, and case study work, assist the participants in gaining the critical skills necessary to effectively organize, direct, and control a project.

Course Outline

Key Learning Objectives:

1. Getting a project off to the right start
2. Organizing a project
3. Acquiring the “right” resources
4. Establishing team roles
5. Setting accurate timelines
6. Using Gantt, CPM, and PERT
7. Establishing milestones
8. Planning for contingencies
9. Monitoring progress / updating plans
10. Conducting productive meetings
11. Keeping team communication lines open and effective
12. Closing the project
13. Continually improving the process

Course Length & Materials

This is a 16-hour course designed for two, 8-hour sessions. Materials provided include presentation handouts and folders.

Contact

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