

# Project Management Overview for Executives

*“I am not sure I should have dared to start;  
but I am sure that I should not have dared to stop.”  
-Winston Churchill*

This course presents an overview of the project management process, including focus on the essential elements of scoping, identifying critical issues, and planning and crashing schedules. Upon completion of this course, participants will understand the fundamentals of a successful project and their role in ensuring its success.

## Learning Objectives

- Learn basic project management terms and definitions.
- Understand the five steps in a successful project.
- Understand their role in a successful project.

## Audience

This course is designed to help provosts, deans, department heads, project managers, and project team sponsors more effectively manage projects within their organization.

## Course Outline

### Getting the Project Underway

- What is project management?
- Project interest levels
- Project management terms and definitions
- The five steps in a successful project

### Establishing the Project Objective and Planning the Project – the Task Analysis

- Criteria for a good objective statement
- Group exercise: Creating good objective statements
- The six elements of the task analysis
- Group Exercise: Task Identification Considerations
- Group Exercise: PERT/CPM Network Relationships
- Group Exercise: Developing a CPM network and understanding the critical path
- The Strengths and Weaknesses of the Gantt
- Group Exercise: Constructing a Gantt Chart

### **Planning the Project – Time, Cost, Resources**

- Six tips for getting better time estimates
- Estimating and tracking costs
- Resource categories – understanding availability
- Resource allocation
- Resource requirement v. availability

### **Implementing the Project: The Art of Controlling and Adjusting – Plus Trends in Project Management**

- The loop concept
- Schedule slippage – causes and solutions
- Decision-making: how it keeps the project moving
- How to make your team meetings more effective

### **Appendices**

- Appendix A: Sample agenda – Project team meeting
- Appendix B: Sample action-oriented minutes: project team meeting
- Appendix C: Problems for further practice with PERT and CPM
- Appendix D: Answers – PERT and CPM problems
- Appendix E: Reasons why project fail and why projects succeed
- Appendix F: Laws of project management
- Appendix G: Becoming a confident delegator
- Appendix F: Laws of project management
- Appendix H: How to motivate others to take action and how to motivate creativity within a technical work group

### **Program Format – 1 Day**

Techniques and principles are illustrated with examples and cases, and participants have many opportunities to ask questions and discuss actual problems they have experienced. The maximum class size is 20, but for optimum results 12-16 participants is ideal.