

# The Effective Project Manager



Regardless of the size or complexity of a project, project teams must work together effectively to create needed change and add value. A successful project manager, who often works without functional authority, leads project team members in ensuring that the three major parameters of a project (quality, time, and cost) meet or exceed stakeholder expectations. If you want to improve the effectiveness and efficiency of projects within your organization, *The Effective Project Manager* can help!

*The Effective Project Manager* helps individuals develop their understanding of the two key factors in effective project management—the task and the people. Participants learn a basic process for leading project teams and increase their skills through interactive activities.

Participants learn and apply project planning tools and techniques, practice opening project planning meetings, identify problems that can arise during the implementation phase of a project, and acquire techniques for handling problems appropriately. Participants have the opportunity to give and receive feedback on their demonstration of skills learned.

## Program Outcomes

*The Effective Project Manager* focuses on the typical project life cycle, critical project parameters, and essential project management tools. It develops the key role of a project leader through the stages of project team development. The program gives individuals a proven approach for completing projects on time and with the best use of resources. This will help them build a reputation as competent and successful project managers. Understanding how to engage the right people in the right way at the right time will help to ensure success in the most complex and difficult projects.

## Learning Approach

*The Effective Project Manager* is a one-day foundational program delivered as an instructor-led solution.

This enables:

- Face-to-face interaction among the participants and with the facilitator
- True-to-life skills practice with immediate in-person feedback
- The opportunity for real-time commitment to action

Participants learn and apply several project planning tools and techniques, including Work Breakdown Structures, Project Schedules, Gantt Charts, Affinity Diagrams, and Budget Spreadsheets. Meeting Checklists are also included.

## Enabling Improved Performance

To ensure improved performance, *The Effective Project Manager* provides a Planner in hard copy and electronic form. The planner helps participants effectively implement projects after the session and enables them to hone newly acquired skills and behaviors upon returning to work.

## Modules: Key Learnings Are . . .

### Overview of Project Management

Understanding the components of effective project management and what it takes to be an effective project leader; distinguishing the project life cycle and major parameters to be managed throughout the project life cycle

### Project Initiation

Identifying information to be gathered from the external and internal stakeholders in order to define the parameters of the project (objectives, scope, boundaries, and expected deliverables); understanding the stages of team development and the initial information needed on each project team member in order to set conditions for working collaboratively and effectively

### Project Planning

Learning and using tools to plan for quality, time, and cost  
Identifying task dependencies

### Project Implementation

Monitoring and analyzing progress against the plan, identifying when the project is off track, and taking corrective action as required; using effective communication skills for engaging team members and keeping stakeholders informed

### Project Closure

Completing the project in a manner that meets or exceeds project specifications; conducting project review with key stakeholders and providing feedback on performance to team members

## Participants Will Be Able To . . .

Identify the major components of project management, including the project life cycle; recognize the importance of attending to both the task and the people/team components of a project

Plan and conduct an effective project kick-off meeting and foster effective team interactions; apply strategies to gain members' commitment, reduce conflict, and enable individuals to work together as a team

Develop a realistic project plan by creating a work breakdown structure and project schedule; conduct project kick-off and project planning meetings

Use tools and techniques for controlling work in progress and ensuring specifications are met; appropriately involve project team members in decision making and conflict resolution; say "no" to stakeholder requests that are outside of the project scope while not damaging the relationship

Utilize checklists for effectively concluding and evaluating a project; document lessons learned and provide recommendations for future projects

## Continued

### Evaluation

Wilson Learning will partner with your organization to measure the initial behavioral changes and business results. We will work with you to set up evaluation systems that help improve outcomes and sustain the momentum of your implementation.

**This offering, like all others from Wilson Learning, can be customized to reflect your environment and business priorities and can be integrated with your processes.**