

<b>Program Name</b>	<b>Project Management</b>
<b>Level</b>	N/A
<b>Pre-Requisite(s)</b>	N/A
<b>Recommended WEI Programs To Have Completed Prior to Starting this Program</b>	N/A
<b>Total Hours</b>	40
<b>Standard Topics</b>	Minimum 32 hours
<b>Interchangeable Topics</b>	Maximum 8 hours
<b>Description</b>	<p><i>Do you have a special project you want to tackle (updating your website, automating your inventory, reorganizing your filing cabinets, moving locations, or hosting an open house) and are not sure where to start?</i></p> <p><i>Are you heading a committee and want to ensure you meet your mandate with minimal hiccups and frustrations?</i></p> <p><i>Do you want your employees to have clear lines of communication and work effectively together to meet their targets on a shared initiative?</i></p> <p><i>Do you want the skills, knowledge and confidence to make a project as successful as you know it can be?</i></p> <p>If you answered Yes to one or more of these questions, Project Management Essentials would be a smart investment of your time. Many business people think Project Management training is only for those working in large companies who head huge projects. Not true! Project Management is an essential skill that every business person could benefit from, understanding and applying inside their company every day.</p> <p>This program is designed to provide you with the fundamentals of Project Management with hands-on, practical know-how. In fact, to make your learning as relevant as possible, participants are asked to choose their own project to apply throughout the course. As a participant you will learn how to :</p> <ul style="list-style-type: none"> <li>• Determine the scope of your project and set up achievable goals</li> <li>• Assign the right people for each task of the project and make sure they understand what is expected of them before the project starts</li> <li>• Create a schedule for the project with key performance targets and estimated times for completion</li> <li>• Develop a budget so you know what it is going to cost before you start</li> <li>• Create a plan for communicating with everyone throughout the project so the team never feels they are out of the loop</li> </ul>

	<ul style="list-style-type: none"> <li>Assess the effectiveness of the project at the end so you can continue to apply best practices on future projects</li> </ul> <p>If this sounds like a smart way to invest 40 hours of your time so you have the knowledge, skills and techniques for help you build an even stronger business, Project Management Essentials is for you!</p>
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**Learning Outcomes (based on standardized content):**

- List elements of the project life cycle
- Determine the scope of the project
- Set achievable project goals
- Create a work breakdown structure
- Create project targets and timelines
- Assign resources to project tasks
- Develop a project budget
- Create a project Gantt chart
- Develop a risk assessment
- Create a communication plan

**Standard Topics (minimum 32 hours):** (all of this content must be delivered as a part of this program)

- What is a project
- Project life cycle
- Project charter
- Work breakdown structure
- Assigning resources
- Project budget
- Gantt chart
- Project risk
- Communication plan

**Interchangeable Topics (maximum 8 hours):** (choose from the topics in this list to complete the non-standardized portion of the program)

- Software options
- Stakeholder assessment
- Project monitoring