

Practical Project Management for Non-Project Managers:

Providing a practical awareness of the project management language, methodology and processes in today's world

By Michael B. Flint, PMP

2 to 3 day, Practical Workshop for individuals and corporations who are involved in projects

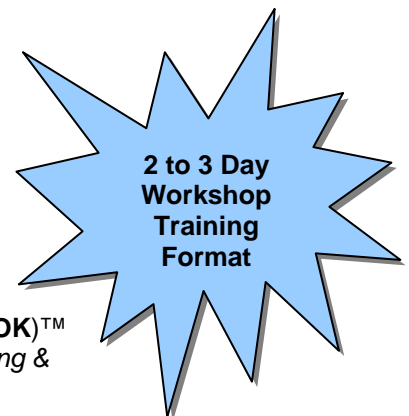
Course Outline

The Offering is designed to provide the non-Project Manager with an awareness of the Project Management language, methodology and processes.

This course will provide an understanding of the key components of the project management process, plus provide a focused review of the key approaches for achieving a successful project. Participants will gain an understanding of their roles and responsibilities, defining what the team expectations should be and what others will expect of the team. The presentations and workshops are expected to provide the answers to the **where, what, when** and **why** as well as the **how** on using the processes, tools and techniques to provide for a successful project with a very practical approach to the outcome.

The sessions will go through the many required disciplines of Project Management, covering the ongoing needs and the practical approaches to the use for the following areas:

- ◆ *Scope Management*
- ◆ *Time Management*
- ◆ *Cost Management*
- ◆ *Quality Management*
- ◆ *Integration & Process Management*
- ◆ *Communications Management*
- ◆ *Risk Management*
- ◆ *Change Management*
- ◆ *Resource Management*
- ◆ *Procurement Management*

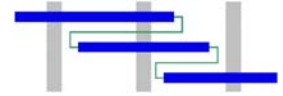


Based on, but not only the 45 project management process reviewed in the Project Management Institute (PMI) © Guide to Project Management Body of Knowledge (PMBOK)[™] and the generally accepted five process groups (*Initiating, Planning, executing, Controlling & Closing*)

The **Workshops** will review standard methodology and templates as they apply to your business and will demonstrate practical approaches to project definition and management through the following documents:

- ◆ *Project Charter*
- ◆ *Project Plan/Schedule*
- ◆ *Project Closeout*
- ◆ *Other key documents including those related to Issue, Change and Risk Management*

A practical review on **Risk Management** and why it is necessary, no matter how large or small a project is, and a detailed review of why *Communicate, Communicate, Communicate* is the prime lead to move projects into a “win-win” situation and what expectation management is all about.



Roles & Responsibilities will be examined as they apply to your business and what roles are required for projects, why all projects need a Sponsor, what a Champion is and how Stakeholders can impact you project.

Reporting is on the keys to providing a successful supported solution. Avoid the “form filler” and provide practical information and action plans both up the “food chain” as well as down to colleagues. Learn how **Red-Yellow-Green** can be a practical approach to getting support

Who Should Attend

Non-Project Manager and Project Manager, **and** their Managers

The non-Project Manager is anyone who has a role or stake in a project. They can be the default Project Manager, or could be Manager of Project Managers; could be a resource working on a project; could be a colleague of a Project Manager, could be a person considering becoming a Project Manager, or just someone who wants to know what the hype is all about.

Practical Expectation Summary

The Course will cover:

- A practical understanding of the key components of the Project Management processes
- A detailed and focused review of key approaches for achieving success
- An workable understanding of the key roles & responsibilities and team expectations
- To show how the Project Management processes and methodology will help Projects be successful in your company, association or personal life

At the end of the Course will not be a Project Manager (unless you were at the start). You will however, now be a better informed resource, who can and will be able to work as, or with Project Managers in a practical way to generate a “win-win” project result.

Michael B Flint, PMP

Michael is a Consulting Project Management Professional and President of **MBF Consulting Services Inc.** and has many current and past clients in areas of Business, Banking and Finance, Broadcast Engineering, Retail Commerce, Information Technology and Process and Systems Development.



Michael provides hands-on Project Management solutions, implementation plans; delivery and support methodologies and he specializes in Project Management Office implementations and Business Process Re-engineering reviews. He is now an advocate for providing Project Management Awareness training to all areas of the business.

With over twenty-five years experience in Business and Financial Management, Information Technology and Project Management, Michael has an in-depth knowledge of project management methodologies and practices, life-cycle development techniques, business process re-engineering techniques, quality (six sigma) and risk management processes.

In addition, Michael is a **Director and President-Elect** with the **[Project Management Institute \(PMI\) Southern Ontario Chapter](#)**, and has volunteered in numerous roles with PMI since 1998. He is responsible for the ongoing operations, administration and standards for one of the largest Chapters in the world.

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