



DON'T DREAM ... ACT!

Helping businesses and professionals **ACT**
so they can achieve their full potential.

Essential Project Management – 1 day workshop

Objectives:

- Manage your tasks and time more efficiently
- Run projects faster, cheaper, and better than ever before
- Successfully manage the projects through the skills, tools, and methodologies obtained during the training

Target Audience:

Coordinators, managers, team leaders, project managers, and team members who are interested in or responsible for the cost, schedule, and scope of projects.

Sample Agenda: *This workshop may be customized to fit your specific needs*

- Define a project
- Explain the project life cycle
- Emphasize the importance of sponsorship
- Understand the Project Charter process
- Design a Team Contract
- Analyze the project tasks and their sequence
- Allocate budget and resources
- Schedule a project and identify the critical path
- Assess project risks and their impact on project outcomes
- Implement an effective communication plan
- Incorporate changes into the project plan
- Explain the importance of closing out a project

Testimonials:

“I am pleasantly surprised to learn many new tools and techniques, that are making my project management skill set more effective.”

- **EchoStar Satellite** participant

“Thanks for a very knowledgeable class. It truly helped me to better handle the departments’ tasks/projects. I could visualize and plan how to be more effective.”

- **Colorado Department of Education** participant

“Great presentation – will be able to apply some techniques to project management within TCH.”

- **The Children’s Hospital** participant



Instructor:

Tiffany Dahlberg, has nearly 20 years of work experience in helping organizations improve their processes, better manage projects, and communicate more effectively.

What participants say:

“**High energy**”

“**Interactive**”

“**Real life application**”

“**Dynamic**”

“**Precise and Fun**”

Credentials:

- ✓ PMP® (Project Management Professional)
- ✓ M.A. Organizational Management
- ✓ College professor

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