

IE

INTELLECTUAL EQUITY

Training and Consulting

Training • Business Plans and Consulting • Project Management • Facilitation

Project Management

*This is an in depth course: 2 full days, 6 hours each. Limited to 12 people per class.
It can be abbreviated into 2 half days; 4 hours each, over 2 days.*

In this class you will learn the steps to effectively Managing Projects. We will discuss project types, project groups, timelines, scope, budgets, team leadership, and communication and work styles for vendors, employees, co-workers and managing up.

You will learn how to identify issues prior to deadlines, make adjustments and key communication tools for tracking progress, staying on target for time and cost, manage your teams, vendors, and participants, and assure “ownership” buy-in weather a singular person, Board of Directors, Investment group, or Sr. Management sponsor.

Your understanding of the scope, ability to organize yourself and others, pick team members and vendors, and lead others to personal accountability will be our focus and the key to your success.

No matter the project: whether you are remodeling an office, overseeing a development, changing a process, or integrating new IT; you will gain the tools to be confident and successful.

CLASS OUTLINE:

Day 1 ~ We walk through each component discussing philosophy to gain conceptual understanding.

Day 2 ~ We apply our skills breaking down each component and creating a project timeline as a group or team.

- **Project Management:**
 - **Why it is important**
 - **Strategic Planning & Research**
 - **Defining the Scope**
 - **Work your Plan**
 - **Feedback**
 - **Team Meetings**
 - **Adjustments**
 - **Monitor Progress**
 - **Communicate**
 - **Document Everything**
 - **Keeping everyone informed**
 - **Completion**
- **Planning for Success:**
 - **Clear Expectations**
 - **Who needs to be involved**
 - **Available Resources**
 - **Budget**
 - **Desired Timeline**
 - **Assembling Project Teams**
 - **The BIG steps**
 - **The smaller steps**
 - **Develop Preliminary Plan**
 - **Review**
 - **Develop a Baseline Plan**
 - **Post Project Review**
 - **Celebrating Success**
 - **Feedback**
 - **Class Evaluation to share with Host Company**

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