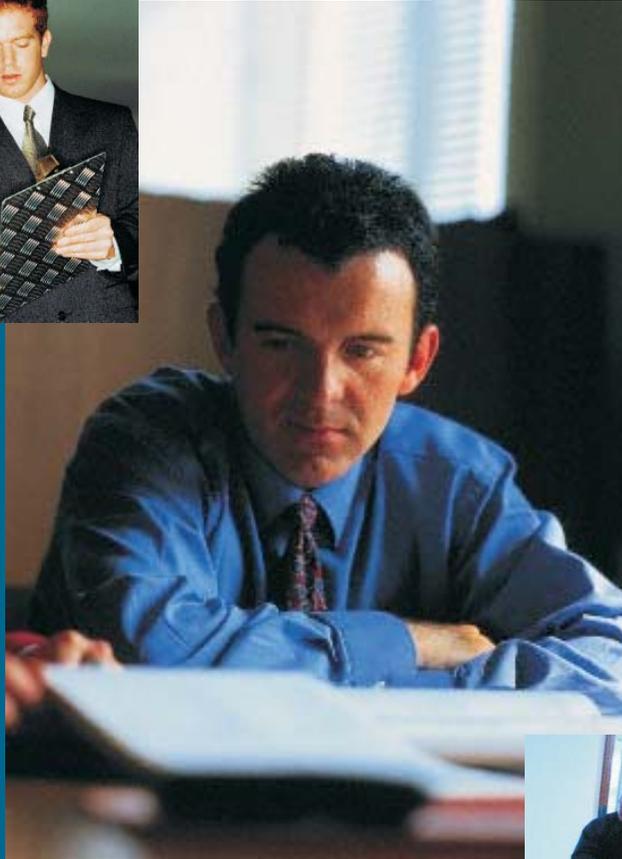# OVERVIEW
## *Project Management*

Everybody acknowledges that good project management is essential. The real success is knowing how to apply the theory to your own environment.

*Ernie Wallace*
*Chief Information Officer*
*Agriculture and Agri-Foods Canada*

## COURSE OVERVIEW

To succeed in today's work environment, organizations must adapt rapidly and successfully. The projects to bring these changes about need skilled and knowledgeable people to direct, manage and execute the work. Executives and managers must be able to function effectively in a project-based environment. They need to understand the concepts and processes behind project management and be able to apply them in their workplace.

The approach and materials used in this programme are practical. We provide participants with an understanding of underlying principles; they share their experiences and apply their new knowledge through hands-on group activities and guided discussions. Each participant leaves with an outline of what is required to manage a project effectively, a completed project charter and status report, and templates to use in managing their future projects.

*In this workshop, the participants will learn the following:*

**Process Versus Project Work**
Differences and similarities * Linkage between process and project work

**The Project**
Project charter * Project direction * Project execution * Project support

**Project Direction -** *framing the project*
Proposing projects * Project terms of reference * Project objectives * Project scope * Governance * Roles and responsibilities * Project approach * Assumptions and constraints * Work plans * Budgets

**Project Execution**
Change control * Resource management * Progress management * Deliverables management * Quality management * Risk management * Issue management * Change management * Stakeholder management * Communications management * Project monitoring * Accountability

**Project Support**
Supplier, contractor, vendor management * Documentation * Process management * Administration

**Project Evaluation**
Evaluations * Closure
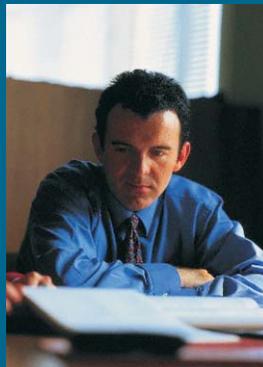
## PROGRAM SPECIFICS

**Length:** 3 Days

**Prerequisite:** Basic English verbal and writing skills

**Session Size:** Each workshop is limited to 10 students; 1 session auditor is permitted

## WHO SHOULD ATTEND?

This programme will be of special interest to those who will serve on a project steering committee, or who will sponsor or manage a project.

It will benefit those who have been involved in projects in the past, as well as those who have never worked on a project in any capacity. This programme will expand their understanding of the underpinnings of a successful project and will help them improve their individual performance in the process.

Public and Private Sector

Senior and Middle Managers

Executives of non-profit organizations

Venture Capital professionals

Sales and Marketing professionals

Educational professionals

Technical, Technology or other specialists in their field