

# Project Management

Complete your projects on time and on budget. Learn how to implement the 5-Step Model, with tools to organize your project from start to finish. This is an entry-level course on project planning, a must for new managers or supervisors, and administrators with increasing responsibilities. Includes brief overview of Microsoft Project.

### In just 1 day...

- Top tips to organize your project from start to finish.
- Design a project plan with flexibility to adjust timelines and resources.
- Recognize planning mistakes before they happen.
- Build team commitment and ensure cooperation.
- Learn how to create a Gantt table/chart in Microsoft Project.
- Tips for planning, scheduling, and monitoring progress.

### Course Modules

- 1. Project Planning**
- 2. Team Planning**
- 3. Define & Plan Project Scope**
- 4. Implement**
- 5. Control & Adjust**

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