

Practical Project Management

Ten Best Practices

Course Overview



Course Description

Much of the work done in today's organizations is driven by projects. Unfortunately, many organizations devote valuable resources, including employees' time, to poorly conceived and implemented projects that do not achieve meaningful goals or are never completed. But effective project management is essential if organizations are to succeed in today's rapidly changing and highly competitive environment.

Designed primarily for novice project managers, this highly interactive session introduces participants to ten best practices in project management – then gives them ample opportunity to apply those best practices through individual and group case studies.

Course Objectives

Upon completion of this program, participants will be able to:

- Carry out the four stages of a project;
- Understand what makes a project succeed;
- Initiate and define a project;
- Plan steps to move a project forward;

- Keep a project on track; and
- Bring a project to a close and evaluate its success.

Key Topics Covered

This course explores the following in depth:

- Applying The Ten Best Practices of Project Management
- Identifying the project outcome and how it can best be achieved
- Translating tasks and activities into S.M.A.R.T goals
- Identifying stakeholders and where they fall on the RACI Matrix
- Selecting the right people for the project team
- Creating a project schedule that includes timelines, milestones, and responsibilities
- Planning for contingencies and handling project barriers
- Providing a sense of completion once the outcome has been achieved
- Evaluating the process to increase the success of future projects

For more information – or to schedule a workshop – please contact us today.



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