



Human Resources & Employee Development Workshops and Consulting Services

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Enabling Effective Community and Workplace Learning and Leadership

PROJECT MANAGEMENT SERIES

List of courses related to Project Managements Series

- Initiating the Project Planning Process
- Building an Effective Project Plan
- Managing the Implementation
- Microsoft Project software training

Microsoft Project

Versions 2000-2003-2007 ^(DD)

Microsoft Project software is used to develop and track project activity. Learners in the MS Project workshops are introduced to and build skills using the software to create project plans, modify the plan, and track the project. Following is a partial list of topics included in the training:

- *Overview of project management theory and planning*
- *Developing a project schedule*
- *Creating a work breakdown structure*
- *Building a resource plan and schedule*
- *Modifying the plan for sequence, time restraints, resource conflicts*
- *Tracking project actual versus the baseline estimates*

COMPETENCY AREAS

Communication, Impact & Influence; Resource Effectiveness, Time Management, Project Management

DURATION: 2 Days

Initiating the Project Planning Process

Course 1 of 3 in the PM Series ^(DD)

Project plan initiation is crucial to the successful development, implementation and closure of a project plan. Each of us deals with project at some level on a daily basis. By applying project management initiation principles to our practice we can make the initial planning stages more effective. Successful initiation and planning involves the development of a concise project proposal, terms of reference and getting the right people supporting and participating in the project.

LEARNING OUTCOMES

You will ...

- *Define the terms project and project management*
- *Identify benefits of projects*
- *Identify the phases of a project's life cycle*
- *Sell ideas and make presentations*
- *Prioritize projects*
- *Begin conceptualizing their project, including goals and vision statements*
- *Use a target chart and other planning tools*
- *Complete a Statement of Work*

COMPETENCY AREAS

Communication, Impact & Influence; Resource Effectiveness, Time Management

DURATION: 1 Day

Building an Effective Project Plan

Course 2 of 3 in the PM Series ^(DD)

Successful project plans are built on the information we gather and how we convert it into a working roadmap for implementation. This workshop is intended for those who understand the conceptual phase of a project's life cycle, including setting goals, creating a vision statement, and creating the Statement of Work. This one-day workshop will take you through the steps involved in developing a project plan that is part of the project management planning stage.

Building a plan entails understanding the "soft" skills such as leadership, problem solving, influencing, communicating, and negotiating. Combining these with the practical "hard" skills such as work breakdown structures, task identification, scheduling and resourcing, will put you out in front. In this course you will learn about the fundamentals and stages of project management, and how to create an plan and environment for success.

LEARNING OUTCOMES

You will ...

- *Map out a detailed plan to pull off a successful project*
- *Collaborate, build and use team power*
- *Prepare a project budget*
- *Modify the project budget and schedule to meet targets*
- *Identify how you plan to manage risks*
- *Prepare a final project plan*

COMPETENCY AREAS

Results Orientations, Resource Management, Communication, Impact & Influence

DURATION: 1 Day

Managing Implementation of your Project Plan

Course 3 of 3 in the PM Series ^(DD)

Once the project plan has been developed it is time to put the plan into action. Implementing and managing the detailed activities and all the people involved requires the skills of a master juggler. Project managers and team members are faced with time pressures, changing priorities, resource availability, and good ole Murphy! In this course you will enhance your planning skills and look at what it takes so the project scope is achieved through effective execution, control and closure.

LEARNING OUTCOMES

You will ...

- *Examine key factors in executing, controlling and closing out the project phases and the plan*
- *Execute and terminate a project*
- *Evaluate what is necessary to ensure implementation stays on track*
- *Develop and manage a change control process*
- *Generate options when the unexpected or unplanned happens*
- *Determine how to maximize your own performance*
- *Discover ways to influence the team's performance for greater results*
- *Hone staff management skills*

COMPETENCY AREAS

Results Orientations, Resource Management, Communication, Impact & Influence

DURATION: 1 Day