

In-person Project Training for Groups

Essentials of Project Management - #101



"I felt like I was the only and most important student while taking the course. The impact of one on one mentoring was very critical."

Malvery Pilgrim

"The lectures were just as beneficial as being in a real classroom. I could take notes and replay the lectures as needed."

Sandra Dancy

"4PM gave me the same or even more interaction and one-on-one attention from the instructor."

R. Manickam,
SteamMaster

"I found it a better experience than many of the classroom classes I have taken. My schedule is very busy and I like the flexibility of the self paced class with the e-mail and phone instructor feedback."

Mike Brown,
VitalWave
Technologies

Facts, Requirements, Accreditations

- ☑ **Designed for:** Managers and professionals wanting a complete methodology
- ☑ **Level:** Basic techniques for small and medium projects
- ☑ **Hours of Work:** 16 hours in the classroom with advanced reading
- ☑ **Assignments:** 6 case study assignments in class (plans, schedules, status)
- ☑ **Credits:** 1 graduate credit, 30 PDUs from PMI
- ☑ **Cost:** \$13,500 for up to 20 people, includes all materials & books

How In-Person Training Works

- ☑ Learn by doing project plans, schedules, assignments, problem solving
- ☑ Two instructors in class so no one falls behind
- ☑ Attendees learn by managing a realistic project through:
 - Planning deliverables & assignments
 - Building concise project plans
 - Scheduling your team in MS Project
- ☑ Receive personal feedback on each assignment
- ☑ Work with the instructors in live simulations and role-playing
- ☑ Receive 1 year of support and advice after completing the course

Master Skills for Consistent Project Success

- ☑ Communicate crystal clear assignments
- ☑ Unearth all the requirements up front
- ☑ Define clear accountability for end results
- ☑ Build a work breakdown structure (WBS) with clear expectations
- ☑ Estimate durations accurately
- ☑ Optimize the schedule to make the best use of resources
- ☑ Handle conflicts so work progresses
- ☑ Deliver concise presentations of project plans and schedules
- ☑ Track status, spot problems and report progress