

ESSENTIALS OF PROJECT MANAGEMENT FOR THE NONPROJECT MANAGER

Learn and apply basic elements of PM to your job to support project success.

Seminar #6548

Overview

To work together effectively on any project, everyone on the team needs to use a common language and have a clear understanding of all expectations. This unique seminar is designed for individuals with little or no prior knowledge of project management but who serve on project management teams—or those who simply want to know more about PM or are making the transition to project management. In just two days, you'll develop an understanding of essential terminology and apply basic PM tools and techniques to increase your effectiveness both on the team and in your own functional area

Schedule

- [2] days
- [2] days - \$2,095 Non Members
- [2] days - \$1,895 AMA Members
- [2] days - \$1,623 GSA

Credits

1.2 CEU

Schedule

We have 22 scheduled sessions located nationwide starting between 6/11/2012 - 2/21/2013

Date	Location	Duration
Jun 11, 2012 - Jun 12, 2012	Arlington/Washington DC, DC	2 Days
Jun 25, 2012 - Jun 26, 2012	New York, NY	2 Days
Jul 12, 2012 - Jul 13, 2012	Dallas, TX	2 Days
Jul 30, 2012 - Jul 31, 2012	Morristown, NJ	2 Days
Jul 30, 2012 - Jul 31, 2012	Chicago, IL	2 Days
Aug 9, 2012 - Aug 10, 2012	San Diego, CA	2 Days
Aug 23, 2012 - Aug 24, 2012	New York, NY	2 Days
Sep 6, 2012 - Sep 7, 2012	Arlington/Washington DC, DC	2 Days
Sep 13, 2012 - Sep 14, 2012	Boston, MA	2 Days
Sep 17, 2012 - Sep 18, 2012	San Francisco, CA	2 Days
Oct 1, 2012 - Oct 2, 2012	Chicago, IL	2 Days
Oct 22, 2012 - Oct 23, 2012	New York, NY	2 Days
Nov 1, 2012 - Nov 2, 2012	Denver, CO	2 Days
Nov 1, 2012 - Nov 2, 2012	Philadelphia, PA	2 Days
Dec 3, 2012 - Dec 4, 2012	Seattle, WA	2 Days
Dec 10, 2012 - Dec 11, 2012	Arlington/Washington DC, DC	2 Days
Dec 17, 2012 - Dec 18, 2012	New York, NY	2 Days
Jan 17, 2013 - Jan 18, 2013	San Francisco, CA	2 Days
Jan 24, 2013 - Jan 25, 2013	Chicago, IL	2 Days
Jan 28, 2013 - Jan 29, 2013	Morristown, NJ	2 Days
Feb 7, 2013 - Feb 8, 2013	San Diego, CA	2 Days
Feb 21, 2013 - Feb 22, 2013	New York, NY	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Know the purpose and process of project management
- Understand the roles, responsibilities and needs of project team members
- Identify and apply critical project management tools
- Identify stakeholders, their relationships to each other and how these relationships affect projects
- Recognize stakeholder issues within the organization
- Identify and apply critical communication tools and protocols

What You Will Cover

- Key project management terms
- Five groups of the project management process
- Estimating project activity accurately
- Identifying and aligning the project stakeholders
- Evaluating the project charter
- Validate project requirements against the SMART Too
- Understanding and creating the Work Breakdown Structure (WBS)

Who Should Attend

Those who are involved in projects but do not manage them such as subject matter experts, team members, project sponsors, contributors, facilitators and coordinators.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)