

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/6503](http://www.amanet.org/6503)

# Improving Your Project Management Skills: The Basics for Success

**Build a solid foundation of project management knowledge, techniques and tools in this hands-on workshop that covers the entire project life cycle.**

As the business world grows more competitive, organizations find it necessary to take on an increasing number of projects. Unfortunately, these same organizations often don't have skilled project managers to handle the work. In this seminar, you will learn and practice the critical tools and techniques that have been proven necessary for project management success. In lectures, discussions and exercises, you'll cover the essential aspect of managing projects.

While aligned with the Project Management Institute's (PMI) framework, this course is specifically designed to focus on the practical application of concepts. You'll return to work with the knowledge and tools you need to get your projects started right and completed successfully.

## How You Will Benefit

- Ensure that your projects are set-up for success from the start
- Learn the basics for effectively gathering and documenting requirements
- Understand the role of the project manager, business analyst, and others in managing projects
- Develop an integrated project plan including realistic scope, schedules, budgets, and risks—and turn that plan into successful action
- Learn how to effectively track and report on project progress
- Gain the respect of your project team and build credibility with top management

## What You Will Cover

### An Overview of Key Project Management Concept

Discussion of key concepts, terminology, and roles, including:

- The project triangle
- The definition of the "project"
- The five-core PM

### Initiating the Project

- Creating a project charter and tying it to the business case
- Gathering and documenting requirements

- Setting customer, sponsor, and team member expectations

### **Identifying the Work**

- Creating the work breakdown structure (WBS) based on the charter and product requirements
- Assigning ownership to tasks

### **Estimating the Work**

- Discussing industry best practices for creating realistic estimates

### **Scheduling the Work**

- Creating precedence (network logic) diagrams to show task dependencies
- Producing Gantt charts to graph project timelines
- Determining the critical path and calculating float

### **Creating the Budget**

- Estimating and tracking personnel and (out of pocket) expenses

## **Who Should Attend**

Individuals who are new to project management, “accidental” project managers (professionals for whom PM is a secondary part of their jobs), business analysts, subject-matter experts from any field who contribute to projects, managers responsible for projects and experienced project managers looking to review current tools, techniques, and processes.

## **Special Feature**

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

### **EXTRAS FROM AMA**

**This seminar features fictional case studies that allow participants to immediately practice course concepts in group exercises. Participants will create key project documents, such as business case, charter, product requirements, project plan, status reports and lessons learned.**

Participants have access to online blended learning components, including a full toolkit of integrated project management templates to download and use for getting started immediately after completing the seminar.

### **Schedule**

## Costs

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

## Credits

21 CPE/16 PDU\_T/2 PDU\_L  
18 PDU/1.8 CEU /18 PHR

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