American Management Association's
Essentials of Project Management for the
Non-Project Manager

Getting Your Hands Around Project Management

- Distinguish Between a Project and Operations
- Recognize the Factors That Contribute to Project Success or Failure
- Identify the Framework for Project Management

Getting It Off the Ground

- Recognize the Value of Knowing Why/How a Project Is Important to the Organization and to Yourself
- Explain the Elements of a Charter and Its Relevance to Initiating a Project
- Identify Stakeholders and Their Roles on a Project

Planning the Work

- Apply Techniques to Define the Work to Be Done
- Identify and Apply Techniques to Estimate Needed Resources, Cost, and Hours for the Project
- Apply Techniques to Schedule the Project
- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

Working the Plan

- Build an Effective Status Report
- Recognize the Types and Purposes of Meetings
- Identify Action Items and Issues
- Recognize the Importance of Managing Change

Putting It to Bed

- Contribute to the Lessons Learned Database
- Identify the Project Records and Files That Must Be Archived for Historical Purposes
- Describe a Project Closure Checklist
- Compare Closing Out of Successful Versus Unsuccessful or Canceled Project

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