



## Introduction to Project Management

*Learn skills to lead your team in the right direction – so you reach your desired destination!*

### You Will Learn To:

- Prepare a “job description” for the project manager role.
- Manage risks and issues that occur during a project.
- Match critical activities and deliverables to the appropriate phase of the project management process.
- Write an effective project charter and status reports for your project.
- Communicate to team members and stakeholders your role as a project manager.

### Introduction to Project Management

This one-day course introduces the concepts, disciplines, and overall process of project management. You will examine the major activities, decision points, and deliverables in each phase of IreeTec’s comprehensive project management methodology, MiApproach™. You will also practice skills needed to succeed as a project manager.

#### Who Should Attend?

If you like to be more effective at understanding your responsibilities as a project manager, then this course is for you!

The course will begin with a process walkthrough, including definitions, process and discussions about critical skills you need in order to be an effective project manager. The course will cover project management stages: scoping the project, preparing for the project, managing the project, and reflecting on the project.

#### What Past Attendees Have Said...

*“Finally, I feel confident that I can explain to team members and stakeholders why I need them to share status, issues, and updates with me! I will go back to my project and be more effective after taking this course.”*

#### Our Instructors

This workshop is delivered by facilitators who are effective communicators and have experience in working with the diverse needs of adult learners. They are also expert project managers and share their real-world experiences throughout the course.

#### Duration and Format

This instructor-led course can be completed in one day or spread across several days, depending upon your organization’s needs. Participants will participate in group discussions, small group activities, and case study activities. The course can be customized to meet your specific needs.

#### How to Register

To offer the course for your organization, contact us at 630-372-0222 or [info@ireetec.com](mailto:info@ireetec.com).