

## **Project Management Skills for Non-Project Managers**

**Modality: Self-Paced Learning**

**Duration: 2.5 Hours**

### **About this course:**

A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources. And a project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal. So, a project team often includes people who don't usually work together – sometimes from different organizations and across multiple geographies. Project management, then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements. In this course, those of you who are not professional project managers will learn the fundamentals of project management. You will learn how to incorporate established project management processes into the organization, making the most of your skills and experience and allowing employers to develop management and leadership skills from within. This course also helps students in the preparation for [Project Management Professional \(PMP\)® exam](#).

The average salary for a Project Manager is **\$80,854** per year.

### **Course Objective:**

After completing this course, students will be able to:

- Define project management terms
- Describe fundamental project management concepts
- Identify project stakeholders
- Develop a project charter
- Describe the planning process
- Organize project work using a work breakdown structure
- Understand scheduling concepts
- Describe cost components of a project
- Create a risk register
- Describe how to monitor and manage the project status

### **Audience:**

This course is intended for:

- IT project managers
- Project coordinators
- Product managers
- Team leaders
- Senior project managers

## **Prerequisites:**

There are no prerequisites for this course

## **Suggested prerequisites courses:**

- [Project Management Professional \(PMP\)®](#)
- [Introduction to Project Management](#)

## **Course Outline:**

- **Course Introduction**
- **Lesson 1 - Planning the Project**
- **Lesson 2 - Implementing the Project Plan**
- **Course Conclusion**