











## PROJECT MANAGEMENT

**In today's business world,** project managers and professionals are called upon to lead and motivate stakeholders to meet challenging objectives of projects ranging from small to multi-million dollar. Well led projects are completed on time and under budget, effectively and efficiently, and are recognized by all team members as a positive experience. Investing in Project Management training through Penn College significantly improves the likelihood of project success at all levels.

Why choose Project Management training from Penn College?

-  Establish or refine project management methodologies
-  Learn from credentialed instructors
-  Stop cost overruns
-  Keep projects on track
-  Improve project ROI
-  Enhance teamwork
-  Improve communication
-  Plan for change



## PROJECT MANAGEMENT ESSENTIALS

### Who should attend?

This program is designed for entry level managers, technical personnel, and other professionals involved in managing projects. Supervisors or other individuals whose functions overlap with project management tasks will also benefit.

### What outcomes can you expect?

- Understand the purpose and benefits of a common project management method
- Understand the importance of planning
- Specify project objectives and constraints with respect to quality, time, and cost
- Develop management procedures to promote coordination and cooperation among project participants
- Learn and apply proven project management tools and techniques
- Increase contributions to the organization
- Enhance the team's ability to meet deadlines
- Understand process-related behaviors
- Motivate attendees to use the concepts, principles, and techniques of the Project Success Method

### Outline

- Project Management Today
- Defining Project Scope
- Planning and Scheduling Tools
- Risk Management and Communication Planning
- Executing the Project Plans
- Project Monitoring and Closing

## PROJECT MANAGEMENT APPLICATION

### Who should attend?

The program is designed for experienced individuals with project management responsibilities, including: project managers, coordinators, project team members, project stakeholders, and supervisors.

### What outcomes can you expect?

- Learn how to complete projects on schedule and within budget
- Learn how to implement a comprehensive systematic approach to managing projects
- Receive templates, checklists, and other tools to document project steps
- Utilize project management tools, such as work breakdown structures (WBS), GANTT, CPM, and PERT techniques
- Acquire specific techniques for evaluating project risks and impact
- Discover how to better communicate project plans
- Step outside the boundaries of your current project environment
- Understand the relevant cost accounting tools that can be used to estimate and predict costs and analyze financial trade-offs
- Learn and share in an environment with other project management professionals

### Outline

- Initiating Projects: Stakeholders and Communication Management
- Planning Projects: Time / Schedule Management
- Executing Projects: Planning and Management
- Monitoring & Controlling Projects: Risk / Quality / Procurement Management
- Closing Projects: Close-out / Building for the Future

We offer customized project management training to meet specific needs for companies.

Workforce Development & Continuing Education  
Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

[wdce.pct.edu](http://wdce.pct.edu)  
[wdce@pct.edu](mailto:wdce@pct.edu)  
570-327-4775

SEARCH FOR Penn College  
Workforce Development

