

# Course Description

## Project Management Best Practice for the Training and Development Professional AMS1017

*6 Professional Development Units*

*6 Education Hours*

### Overview

This course is back dropped by the Training and Development environment and will address the common issues that PM's in an unstructured PM culture are confronted with. The goal of the program is to effectively prepare PM's who have not received much formal PM training, yet work in an environment requiring project management skills. Additionally, the course will address the planning, scheduling, control and closing elements of a project lifecycle to ensure participants can create best practice in support of their daily activity. The program will track a project and the pit falls it encounters thorough the lifecycle sparking conversation around risk and contingency planning, project tool scalability and protocol structures within the project environment. These attributes will be back dropped by the nature of T&D deliverables and a disconnected work force as it relates to cross functional reporting. Finally, the program will help participants better understand the small project mindset and align the appropriate tools to manage the ad- hoc initiatives.



### Learning Objectives

- Identifying with and be able to establish a baseline for project management processes and standards via a PM life cycle model.
- Assessing and developing the competencies necessary to manage projects without authority.
- Understanding and working with various tools to build project plans and monitoring protocols.
- Establish a “small projects” tool box to address quick start/stop initiatives.
- Design a risk tolerance plan and associated contingency planning process.
- Create communication protocols to establish push-back and change strategies.
- Design processes to create lessons learned and project close out strategies.

### Format

The program is designed to be delivered via the AMS Interactive Live Web format and is modulated into 2, 3 hour sessions.

### Duration

6 hours

### Delivery Options

### Who Should Attend

Project practitioners and team members who are required to plan and execute implementation plans with little to no formal PM structure.