

Course Description

Project Management for HR Professionals AMS188

14 Professional Development Units / On-line 12
14 Education Hours / On-line 12



Overview

This course will introduce the concepts and tools of Project Management to individuals responsible for the human resource function in the corporate environment. It touches on legal issues around HR Management, People Management and Development Projects. This approach to development will enable participants to implement specific tools enabling them to reduce time to market on new policies and procedures and other HR functions

Participants will have an opportunity to experience how Project Management can be used in various HR environments. Each participant in this program will be asked to bring a current project with them so they can produce scheduling, a Work Breakdown Structure (WBS) and work packages against their initiative. It is expected that upon completion of this course individuals will be able to apply basic Project Management tools to further enhance the efficiency relative to their current development activities.

Learning Objectives

- Understand the mindset necessary to apply Project Management as a cultural norm
- Explore the structure and process relative to Project Management and hear case studies of how the concept can be applied to HR project initiatives
- Scope the HR project
- Practice building a Project Overview Statement for your current HR project
- Assess project objectives and ensure deliverables are targeted toward true end user needs
- Utilize competency assessment tools and Workflow Analysis to determine appropriate staffing for HR projects
- Align competencies with required tasks and initiate accountability around productivity
- Build a Work Breakdown Structure (WBS) and schedule for your human resources project
- Utilize tools such as critical path method (CPM), Gantt charts and network diagrams to illustrate the initiative
- Utilize customized report formats to build a structure for individual and collective accountability
- Build punch list concepts to finalize deliverables and to create visible improvement opportunities
- Learn how to write and deliver a Lessons Learned Analysis (LLA) that contains data to feed into future human resources initiatives

Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by hands-on exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

Delivery Options

Advanced Management Services, Inc (AMS)
960 Turnpike Street • Suite 2A • Canton, MA 02021
Phone: (781) 828-8210 • Fax: (781) 828-8216
E-Mail: info@amsconsulting.com • Web: www.amsconsulting.com

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Management Consultants



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Duration

Two days / On-line 12 hours

Who Should Attend

Any professional with the responsibility to work on HR projects would benefit by taking this course.

