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American Management Association's
Essentials of Project Management for the Nonproject Manager

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Learning Objective

- Enable People Who Are Not Project Managers to Apply Basic Methodologies of Project Management, Allowing Them to Be More Effective Project Team Members

LESSON ONE
Getting Your Hands Around Project Management

- Distinguish Between Projects and Operations
- Recognize the Factors That Contribute to Project Success or Failure
- Identify the Framework for Project Management

Getting It Off the Ground

- Recognize Why and How a Project Is Important
- Explain the Elements of a Charter and a Charter's Relevance to Initiating a Project
- Identify Stakeholders, and Explain Their Roles on a Project

LESSON TWO
Planning the Work

- Apply Techniques to Define the Work to Be Done
- Identify and Apply Techniques to Estimate Needed Resources, Cost, and Hours for the Project
- Apply Techniques to Schedule a Project
- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

LESSON THREE
Planning the Work (cont'd)

- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

Working the Plan

- Build an Effective Status Report
- Identify the Types and Purposes of Meetings
- Identify Action Items and Issues
- Recognize the Importance of Managing Change

LESSON FOUR
Working the Plan (cont'd)

- Identify the Types and Purposes of Meetings
- Identify Action Items and Issues
- Recognize the Importance of Managing Change

Putting It to Bed

- Contribute to a Lessons Learned Database
- Identify Project Records and Files That Must Be Archived for Historical Purposes
- Describe a Project Closure Checklist
- Compare Closing Out Successful vs. Unsuccessful or Canceled Projects