



515.988.3938  
www.baldusconsulting.com

## **The Nuts & Bolts of Project Management: Everyday Skills You Can Actually Use**

We all work on projects, whether personal or professional. Learn how to manage the time, work, and money required to complete the project successfully. During this two-day workshop you will use readily available tools and templates to create simple, but effective plans. You will then learn to execute the project work according to your plan using approaches that prevent you from feeling overwhelmed. The processes, tools, and techniques in this workshop, although based on the Project Management Institute (PMI) best practices, are streamlined for everyday, applicable use.

### **Objectives**

- Understand basic project management terms, processes, tools, and techniques.
- Learn a step-by-step approach for managing a project from beginning to end.
- Practice applying stream-lined templates for planning the scope, budget, schedule, quality, risk, communication, and human resources so you can execute faster.
- Learn efficient ways to control the project without being controlling and discover corrective action tactics when your project goes off plan.
- Identify how to overcome organizational and political barriers that may prevent you from using the project approach and templates.

Course outline provided upon request.

### **Workshop Materials & Structure**

This is a hands-on interactive workshop with a 60/40 balance between activities and lecture. The workshop is facilitator-led and supported by dynamic PowerPoint presentations, hands-on case study exercises, and large and small group discussions. Emphasis is placed on learning skills that can be transferred rapidly to the workplace with a healthy dose of fun thrown in to keep participants enthused and engaged.

All participants will receive:

- Course materials in a 3-ring binder
- A disc of project management templates for use outside the classroom
- Case study solutions and handouts
- Ballpoint pen
- Certificate of Completion and 14 PDUs (category 4)

Highlighters and pencils will be provided for the participants to use throughout the workshop. Participants simply need to bring an open mind and a willingness to participate.