

Effectively Managing Small Projects

Description: Much of the work that you do in everyday business can be organised as a project. When the projects are large, they need to be managed with formal project management discipline. But many projects are not large—they are smaller work efforts that need to be organised and managed efficiently, but not with the full rigor and structure of formal project management discipline.

This class is focused on teaching fundamental management techniques and skills for organising and managing small projects. Students will learn how to understand the work that is requested, how to organise the work, how to manage the work and how to execute the work. Underlying the class will be the need to proactively communicate to manage expectations every step of the way.

Audience: The course is for anyone who manages small projects or initiatives. No project management experience is necessary.

Duration: 1 Day

Objectives: At the end of this class, participants will be able to:

- ✧ Understand how projects differ from ordinary and ongoing work activities
- ✧ Understand how to receive work requests and determine what is expected
- ✧ Build a task list to complete the work
- ✧ Manage the work to a successful conclusion
- ✧ Identify and resolve problems
- ✧ Understand and manage change
- ✧ Set and manage expectations using proactive communication
- ✧ Understand the concept of risk



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Benefits Small projects and initiatives represent the vast majority of all work executed in business all over the world.

This class will provide participants with the skills to approach initiatives in a structured way and how to implement them effectively.

Content: The course will address the following:

- ✧ Receiving work / understanding requirements and expectations
- ✧ Building a task list for accomplishing the work
- ✧ Managing the tasks and expectations
- ✧ Time management techniques
- ✧ Identifying and resolving problems using problem solving techniques
- ✧ Understanding and managing changes
- ✧ Communicating - the ongoing theme of "communicate, communicate, communicate"
- ✧ Understanding and accounting for risks

There are exercises and templates to practice the concepts learned in the class.

This class is delivered in conjunction with TenStep.



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