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LearnKey[®]
Training

Project Management



Project Management

1 Session –

1-2 Hours of Interactive Training

This training outlines the critical project-management tools which include learning the four phases of a project's life cycle, planning for quality, time, and cost to make the best use of your resources, controlling your work-in-progress with interim reviews, and bringing your project to a successful conclusion. The principles of project management are applicable at all levels of an organization. Whether you are managing a construction project or software development, an office relocation or a class reunion, your project will run more smoothly using the tools outlined here. This video shows you how to use the basics of project planning and tracking and how to combine them with the negotiating skills needed to succeed at project management.

About The Author

*This is a LearnKey course based on the book *Project Management: Practical Tools for Success* by Marion E. Haynes.*

Marion E. Haynes is an adult educator specializing in management and supervisory training. He began his career in employee relations with a major oil company in 1956 and retired in 1991. He has published more than thirty articles in professional and trade journals, and nine other books on planning and management skills. He has presented management training workshops under the sponsorship of several universities in the south-central states and has been the featured speaker at many trade and professional association gatherings. Marion Haynes holds an M.B.A. with distinction in management from New York University. He has specialized in the design, presentation, and evaluation of management training since 1968.

Session 1

Section A: Project Management

- Introduction
- Course Overview

Section B: Defining the Project

- What is a Project?
- Project Life Cycle
- Project Definition
- Key Fact

Section C: Planning the Project

- Planning Process
- Quality
- Specifications
- Time
- Costs
- Key Fact

Section D: Implementing the Project

- People Skills
- Work in Progress
- The Human Factor
- Key Fact

Section E: Completing the Project

- Evaluating Results
- Conclusion