Effective Project Management

Project Management is most effective when thorough preparation establishes a strong base, and is followed by practical planning. Therefore, this course is designed around a stage-by-stage process that assures maximum quality with minimum cost and the shortest possible schedule.

The participants in this three-day Effective Project Management Program are guided through examination of each stage, followed by realistic tryout of the practices within each:

- Prepare the Groundwork
- Establish the Project
- Build the Team
- Organize the Work
- Assign Tasks/Estimate Resources
- Set the Project Schedule
- Complete the Plan

Workshop activities are conducted in teams, using situations volunteered by the participants or provided in the course manual. Full-group discussions follow team reports.

The manual is a substantial combination of workbook and description. It is supported by (minimal) lecture, by Q&A and especially by participant contributions from their own experience.

Presenter Jim Milliken has provided management and communication consultation to business, industry and nonprofits organizations throughout the United States since 1986. His specialties include project management, in which he holds the PMP (Project Management Professional) certification, problem solving and delegation, business writing, and advertising and negotiation and presentation skills. Jim’s work combines organizational skills with nearly thirty year’s experience as a newspaper editor.