

# PROFESSIONAL DEVELOPMENT



Pennsylvania  
College of Technology  
A Penn State Affiliate

# PROJECT MANAGEMENT



**In today's business world, project managers and professionals** are called upon to lead and motivate stakeholders to meet challenging objectives of projects ranging from small to multi-million dollar. Well led projects are completed on time and under budget, effectively and efficiently, and are recognized by all team members as a positive experience. Investing in Project Management training through Penn College significantly improves the likelihood of project success at all levels.



## Why choose Project Management training from Penn College?



Available as standalone training or apprenticeship model



Establish or refine project management methodologies



Learn from credentialed instructors



Stop cost overruns



Keep projects on track



Improve project ROI



Enhance teamwork



Improve communication

- ◇ Learn and apply proven project management tools and techniques
- ◇ Develop management procedures to promote coordination and cooperation among project participants
- ◇ Learn how to complete projects on schedule and within budget
- ◇ Learn how to implement a comprehensive systematic approach to managing projects
- ◇ Receive templates, checklists, and other tools to document project steps
- ◇ Utilize project management tools, such as work breakdown structures (WBS), GANTT, CPM, and PERT techniques
- ◇ Acquire specific techniques for evaluating project risks and impact
- ◇ Discover how to better communicate project plans
- ◇ Step outside the boundaries of your current project environment
- ◇ Understand the relevant cost accounting tools that can be used to estimate and predict costs and analyze financial trade-offs
- ◇ Learn and share in an environment with other project management professionals

**Contemporary Project Management** describes the project management process and examines project problems, issues, and challenges with a focus on the human side.

**Defining Project Scope** introduces the many issues involved with project planning and discusses how to avoid project pitfalls.

**Planning and Scheduling Projects** introduces tools and techniques for planning and scheduling projects.

**Monitoring and Controlling Projects** covers the many factors that must be monitored and controlled throughout the life cycle of a project.

**Enhancing Project Communication** examines and improves interpersonal communication skills that impact project success.

**Developing Interpersonal Project Relationships** describes how to build and nurture interpersonal relationships to make a project environment more productive.

**Building High-Performance Teams** covers the stages of team development, how to deal with team challenges, and what is needed to motivate and engage team members.

**Identifying and Mitigating Project Risk** focuses on tools and techniques project managers use for risk planning and management.

**Controlling Project Costs and Budgets** walks participants through the budgeting process and details the necessary tools to create budgets that work.

**Managing Time and Project Meetings** provides strategies on guidelines for focusing on priorities, reducing time wasters, and developing meeting agendas focused on project priorities.

**Leading and Managing Projects** covers essential tools and approaches for leading projects of any size and complexity while expanding knowledge of best professional practices.

**Completing and Closing Projects** describes how to define and manage the closing phase of a project.

We offer customized project management training to meet specific needs for companies.

[pct.edu/workforce](http://pct.edu/workforce)

**Workforce Development**  
 Pennsylvania College of Technology  
 Williamsport, PA 17701

workforce@pct.edu  
 570.327.4775  
*Penn College operates on a nondiscriminatory basis.*

Penn College is approved by the PA Department of Labor & Industry as a sponsor of apprenticeship programs.