



Managing Small Projects

Course Description

Project managers and other professionals are asked to manage small projects every day, and sometimes multiple small projects at the same time. Even business analysts, marketing analysts, and software developers are expected to manage their own projects, while also performing much of the project work as a key team member—or in some cases the ONLY team member. Because small projects generally require a more flexible, less formal approach to project management than large projects, this course will show students how to tailor project management best practices to meet small project needs!

This course will draw on key concepts to help students consider important aspects of their small project, and develop a project plan based on its unique needs. Students will also learn to assess risk, negotiate for resources, create a schedule, balance the roles of project manager and team member, and manage the successful completion of small projects.

Course Objectives

Upon the completion of this course, students will be able to:

- Quickly analyze, break down and plan small projects.
- Tailor proven project management techniques to smaller initiatives.
- Use the Business Analysis Core Concepts Model™ to uncover critical information
- Develop a realistic project schedule by defining work, determining dependencies and estimating accurately.
- Use the outputs of planning effort to negotiate for more time or more resources.
- Anticipate and overcome common small project problems and pitfalls.

Course Outline

This course is organized into the following lessons:

- Overview
- Introduction
- Needs
- Stakeholders
- Solutions
- Value
- Contexts
- Changes
- Analyzing the Change
- Dependencies
- Estimating
- Additional Planning Considerations
- Getting the Work Done
- Course Wrap-Up

Duration & Units:
30 Days Unlimited Access
14 PDUs/Contact Hours

Level of Knowledge



Audience:

This course is intended for any professional who is managing small projects either for themselves or for a small team (less than 10 team members). Professionals who would benefit from this course include project managers, functional managers, business analysts, engineers, business development professionals, systems analysts, software developers, marketing analysts, product managers, organization change managers, and anyone responsible for managing their own projects.

Course Benefits:

- Gain an understanding of how to tailor project management basics for small projects
- Students will learn to:
 - Develop a project plan
 - Clarify business needs
 - Negotiate for resources
 - Create a schedule
 - Manage the completion of small projects

Course at-a-Glance:

- 30 Days Unlimited Access
- 14 PDUs PDUs/Contact Hours
- Review lessons unlimited times
- Track your progress
- Access content 24/7

Other Recommended Courses:

- Project Estimating
- Tricks of the Trade® for Defining and Managing Requirements
- Agile Fundamentals

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Technical Requirements

For a list of our technical requirements, visit our website:
<http://shop.rmcls.com/e-Learning/technical.aspx>

TALENT TRIANGLE

Your PMI Talent Triangle™ Breakdown:



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