

## 9. Manage projects.

### Classroom Courses:

- LFR: Performance Management
- Managing Performance

### E-Learning Courses:

- Project Management from a People Perspective
  - Working Across Departments – 2 hours
  - Building and Leading a Team – 2 hours
  - Managing Project Stakeholders – 2 hours
  - Communicating Effectively – 2 hours
  - Key Documentation – 2 hours
  - Balancing Multiple Projects – 2 hours
- Project Management Professional Certification 2009
  - Project Management Framework and Initiating the Project – 2 hours
  - Project Planning Processes – 1 hour
  - Project Execution and Quality Management – 2 hours
  - Project Monitoring and Control – 1 hour
  - Project Closing – 1 hour
  - Professional Responsibility – 1 hour
  - Practice Exams – 2 hours
- Project 2007 (Computer Software)
  - Getting Started with Project 2007 – 2 hours
  - Building a Project – 2 hours
  - Setting Up Resources and Establishing Costs – 2 hours
  - Viewing Projects – 2 hours
  - Resolving Scheduling and Resource Conflicts – 3 hours
  - Tracking the Progress of Projects – 3 hours
  - Creating Reports and Calculating Earned Values – 1 hour
  - Consolidating Projects – 1 hour
- Project Management
  - Project Management Overview – 2 hours
  - Understanding the Project Manager's Role – 2 hours
  - Defining the Problem – 1 hour
  - Determining the Strategy – 2 hours
  - Developing the Work Breakdown Structure – 2 hours
  - Estimating and Scheduling Resources – 2 hours
  - Understanding Scheduling Computations – 3 hours
  - Tracking Project Activities – 1 hour
  - Closing Out the Project – 1 hour
  - Formalizing Project Management Standards – 2 hours
  - Developing Project Teams – 2 hours
  - Ensuring Your Own Effectiveness – 2 hours