



# BIG DASHAN

Coach · Trainer · Speaker

www.bigdasha.com  
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## **Project Management 101**

*Can't seem to manage your time, budget, people and deliverables successfully? Does the thought of taking on a new project give you nightmares? Not sure how to keep your project's scope under control? If you want to learn how to better manage your projects, then Big Dashan can help!*

**Attend our one day Project Management 101 course and you will learn how to:**

- Differentiate between project and daily tasks
- Identify the project life cycle
- Create a project schedule
- Build a critical path
- Communicate effectively during a project lifecycle
- Manage risks
- Resolve issues
- Close a project

### **One Day Course Outline:**

This fast-paced course provides the basic principles of project management. The theory is kept to the essentials and reinforced using practical and dynamic activities. Big Dashan's "**Project Management 101**" course, will give you the basic tools and techniques you need to better manage any project:

#### **1. A Project and its Components**

We start off the course by looking at the different aspects of a project's lifecycle. You'll then analyze and understand the differences between project tasks and daily tasks.

#### **2. Creation of a Schedule**

Project schedules can be presented and communicated in many different ways. You will explore the different methods, understand the pros and cons of each, and then analyze the components within a schedule.

#### **3. The Critical Path**

The critical path—those key deliverables and events needed for the project to progress—is the main element of a project's time line. Understanding how to identify the critical elements and to realistically calculate the path ensures that project members are all focused on a common, achievable goal.

#### **4. Communication Strategies**

Every project team has a number of different stakeholders with unique needs. Next, we'll present an

overview of the various stakeholders and their diverse communication requirements. You'll also learn what tools you'll need to build an effective communication plan.

#### **5. Risk Management**

What happens if we go over budget? Or miss the deadline? Or a team member leaves? You will learn how to identify and manage project risks. Identifying the risks of any project is vital to its success.

#### **6. Issue Resolution**

During a project, issues are bound to occur. We'll teach you a variety of techniques to find solutions when you encounter dead-ends or problematic issues.

#### **7. Closing a Project**

Once your project is deemed complete, it is important to ensure proper closure of documents, record the lessons learned and recognize the appropriate parties for their efforts and contributions. In this final section, you'll discover the main project closure elements and how to properly close a project



*Successful Project Management is as much an art as it is a science.  
With the right skills, tools, support and practice, you  
will be well on your way to managing a successful project.*

**For more information or to book a session:**

- Call 613-841-1229
- Visit [www.bigdashan.com](http://www.bigdashan.com)
- Email [denis@bigdashan.com](mailto:denis@bigdashan.com)

**Looking to Improve your Business Productivity?**

Big Dashan offers a variety of one and two-day training courses to build upon your organization's performance:

- *Negotiating with Confidence*
- *Negotiation Mastery*
- *Generation Diversity: Getting from Y to WOW!*
- *Management Skills for Today's Workplace*

For more information, call us or visit our website.

**Get the Latest Insight**

Want to stay on top of the latest project management and other high performance business skills and breaking news? Visit our website to sign up for the monthly Big Dashan newsletter. Check out our archived newsletters for even more information.



*Denis Lévesque is owner of Big Dashan, a high-performance coaching, training and speaking firm. He helps senior business executives, entrepreneurs and managers who feel stuck, bored or overwhelmed, build the clarity, confidence and passion they need to boost their performance to an even higher level. Before creating Big Dashan, Mr. Lévesque held numerous senior roles in government-run organizations, large corporations and smaller entrepreneurial businesses. Fluent in both English and French, Mr. Lévesque brings his deep understanding of these unique work environments to help rising talent improve their performance and their organizations' effectiveness and profitability.*

*For more information or to book our services, call 613-841-1229 or visit [www.bigdashan.com](http://www.bigdashan.com).*