



The Basics of Project Management Tools To Manage your Project Successfully

Tuesday, May 24th

Do you struggle to complete projects on time and on budget?
Is every new project organized differently? Would a standard
approach to project management improve your success rate?

Every project that you undertake is unique; it varies in scope, budget, and time frame. But a standard approach and the appropriate “tools” can help you organize and execute your projects. Whether you have a small project, such as reorganizing a production line, or a large expansion, following the basics of project management will bring structure to the process. This workshop will provide a toolbox to help you manage your projects.

Join us for this 3 hour workshop where we will outline the four key phases of a project, and introduce you to these key documents:

- Project Charter (the foundation of a successful project)
- Work Breakdown Structure (what needs to get done)
- Detailed Project Plan (the framework of the steps to be completed)
- RACI Chart (who does the work, and who else needs to be involved)
- Gantt Chart (to visualize the schedule)
- Status Report (providing updates and oversight on the project)
- Final Report (summarizes and closes the project)
- Lessons Learned (repeat success and avoid mistakes)

Add some handy “tools” to your Project Management toolbox and use them to improve the planning and execution of your next project. [Include a current or future project when you register and we'll work through it during the workshop and apply the various tools!](#)

EVENT TIME

8:30 am - 11:30am
Registration: 8:00 - 8:30

COST

\$49.00 per person
Includes Continental
Breakfast

WHERE

University of Arizona
Tech Parks Arizona
9040 South Rita Rd
Suite 1270
Tucson, AZ 85747

Register at <http://bit.ly/AZMEPBasicsOfProjectManagementApril2022>

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