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# Tracy Learning
## THE KEY TO EFFECTIVE LEARNING



# Corporate Training & Development

*Customer Loyalty*
*Team Development*
*Leadership Dynamics*
*Power Presentation Skills*
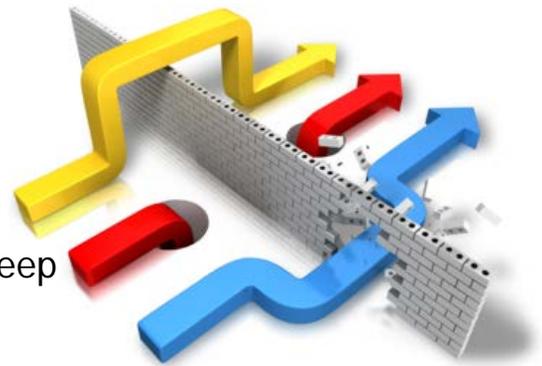**Project Management Basics**
*Systematic Problem Solving*

# About Tracy Learning

The experts at Tracy Learning have been helping companies across the country and around the world transform their people and their business for over 20 years.  We are the leaders in helping companies develop the necessary skills to meet the challenges of today's economy.  Our satisfied clients include: Hewlett Packard, Ernst & Young, Cisco Systems, Blue Cross Blue Shield of Michigan, AeroJet, UK2Group, the New Zealand government and hundreds of other large and small businesses.

# Why Choose Tracy Learning?

We go way beyond the industry standard of simply sharing great ideas.  At Tracy Learning we dig deep and focus on behaviors that will propel your business forward with real, tangible, and measurable results.  After participating in a Tracy Learning training session your organization will know **Why** change is needed, **What** to do, and most importantly **How** to implement effective practices for success.

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# Project Management Basics

Although the structure of the work environment has changed dramatically, little has been done to equip the workforce with the necessary tools to manage even basic projects. Tracy Learning's Project Management Basics is designed to teach the skills for successful project management no matter how complex the project may be. This is offered in a one or two day format, with the two day class being designed to allow participants to bring their own projects to class to create a project plan.

## Course Outline

1. **Define the Project**
   - Project scope and requirements
   - Outcomes
   - Project justification
2. **Plan the Infrastructure**
   - Decision process
   - Change management
   - Planning, tracking, communication
3. **Plan the project**
   - Action items; General scope
   - Work breakdown structure
   - Detailed tasks
   - Resource allocation
4. **Managing the project**
   - Project monitoring
   - Variance analysis
   - Adaptive actions
   - Project meetings
   - communication
5. **Review the Project**

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