

—Project Management Certification

Project Management is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives. A project is a finite endeavor—having specific start and completion dates—undertaken to create a unique product or service which brings about beneficial change or added value. This finite characteristic of projects stands in sharp contrast to processes, or operations, which are permanent or semi-permanent functional work to repetitively produce the same product or service. In practice, the management of these two systems is often found to be quite different, and as such requires the development of distinct technical skills and the adoption of separate management philosophy, which is the subject of this article.

The primary challenge of project management is to achieve all of the project goals and objectives while adhering to classic project constraints—usually scope, quality, time and budget. The secondary—and more ambitious—challenge is to optimize the allocation and integration of inputs necessary to meet pre-defined objectives, within the allotted time and with the inevitable challenges that arise when implementing any business project. A project is a carefully defined set of activities that use resources (money, people, materials, energy, space, provisions, communication, motivation, etc.) given to a project leader to achieve the project goals and objectives.

Each participant will receive a manual and a set of techniques and tools to simplify improvement efforts, greater customer satisfaction, improved communication that will help them make a dramatic improvement to the "bottom-line".



You may not be a project manager, but understanding the skills and how to monitor projects is a critical skill for leaders at any level."

What you will learn

- Project management, roles and constraints
- Project management objectives
- Learn the 20 questions that will lead to successful project design and activities
- Critical path and critical chain (Gantt Charts)
- How to create and design a project plan
- How to avoid scope creep
- Portfolio management
- How to kick-off and execute a project
- Project monitoring and S.M.A.R.T. goals and metrics
- Project stages and control systems
- Understand project management software and be able to determine if any are right for you
- How to close a project
- How to Validate the project and demonstrate the ROI value for senior leadership
- If you are off track, how to get back on
- Project management tools that attain results

As companies continue to face challenges in this globally integrated world, they look to the workforce to help differentiate them from the competition. We as employees need to continually increase our skill sets and knowledge to help our companies attain results.

You will receive as part of this certification:

- A project estimator, designed to help you choose projects that will make the greatest impact to the bottom-line.
- Sample project plan templates
- A project plan manual
- A CD with all tools and templates
- The knowledge to be a project manager and Optimize resource utilization across the entire organization

MoZen Inc.

At MoZen our skills and experience are here to help you address the most critical issues facing you and your business. Our goal is to help you achieve your goals.

For more information, to sign up for the next certification or to customize a training:

Contact: Rita Witherly, Managing Partner

Phone (201) 337-6813

Rita.Witherly@MoZen.US

www.MoZenInc.com

"Rita taught a number of my management team project management and mentored them as they lead critical business initiatives.

Rita is excellent as: a Project Manager, Project Manager Trainer, Management Coach and Master Black Belt.

Rita's Knowledge and expertise saved us time, resources and increased our profits".

J.G. Executive Vice President of Operations