

Executive Summary

Title: A to Z of Project Management

Description:

This is a three part series of half day trainings to be offered one time each month for three consecutive months. The training will teach supervisors about project management including how to identify deliverables, outcomes, and objectives. Additionally, a focus on managing a workgroup and resources will be a part of the series to include members, agenda, timelines, accountability, and delegation. Finally, when to check in and how to present findings to leadership will be a part of the series. The series is intended to provide a step by step process, tools, and templates to make project management a consistent approach in Napa County.

Objectives:

1. Review philosophical guidelines for participation and management of workgroups.
2. Review and practice using tools and strategies for project management.
3. Identify strategies for developing and managing workgroups.
4. Examine a step by step process to successful project management.
5. Practice developing goals, objectives, outcomes, and deliverables for projects.
6. Consider ways to utilize subject matter experts and leadership in project management.

Target Audience:

The training will be of interest to supervisors, leadership, and analysts.

Before the training supervisors can:

- review the objectives with the staff member to help the staff member focus on areas for their development
- review the challenges the staff member has with project management

After the training supervisors can:

- review expectations of project management with staff
- review in supervision with the staff member the information as applied to specific projects