

## Course Title: Project Management for Chemical Engineers - Virtual

<b>Course ID:</b>	<b>Course Type:</b>
CH138VTL	Instructor-led Virtual Course
<a href="http://www.aiche.org/academy/courses/ch138vtl/project-management-chemical-engineers-virtual">http://www.aiche.org/academy/courses/ch138vtl/project-management-chemical-engineers-virtual</a>	

### Course Outline

#### Session One

9:00-9:30 Log on to WebEx Training Center platform to test connection settings  
 9:30-10:45 Defining Project Management; review of Project Management Vocabulary  
 10:45-11:00 Break  
 11:00-12:00 Benefits of Project Management  
 12:00-12:30 Lunch break  
 12:30-1:30 Introduction to Project Management process groups and knowledge areas  
 1:30-1:45 Break  
 1:45-2:30 Activities and templates for the Initiating Process Group; defining stakeholders, developing charters

#### Session Two

9:15-9:30 Log on to WebEx Training Center platform to test connection settings  
 9:30-10:45 Activities and templates for the Planning Process group; developing the Work Breakdown Structure  
 10:45-11:00 Break  
 11:00-12:00 Defining the elements of a project plan  
 12:00-12:30 Lunch  
 12:30-1:30 The impacts of poor communication; developing a communications plan  
 1:30-1:45 Break  
 1:45-2:30 Guidelines for communicating with stakeholders

#### Session three

9:15-9:30 Log on to WebEx Training Center platform to test connection settings  
 9:30-10:45 Identification of assumptions and constraints; identifying risks  
 10:45-11:00 Break  
 11:00-12:00 Managing risks  
 12:00-12:30 Lunch  
 12:30-1:30 Advanced risk management techniques

1:30-1:45      Break  
1:45-2:30      Activities and templates for the Monitoring process group; developing schedules, status and financial reports

#### **Session Four**

9:15-9:30      Log on to WebEx Training Center platform to test connection settings  
9:30-10:45      Activities and templates for the Executing process group  
10:45-11:00      Break  
11:00-12:00      Tips for planning meetings  
12:00-12:30      Lunch  
12:30-1:30      Leadership styles  
1:30-1:45      Break  
1:45-2:30      Activities and templates for the Closeout process group; storing project and training documentation, compiling usable lessons learned