

Course Title: Project Management for Chemical Engineers - Virtual

Course ID:	Course Type:
CH138VTL	Instructor-led Virtual Course
http://www.aiche.org/academy/courses/ch138vtl/project-management-chemical-engineers-virtual	

Course Outline

Day One

- 8:30-10:00 Introductions, Expectations and Check In
Defining Project Management; the Project Management Institute
Benefits of Project Management
- 10:00-10:15 Break
- 10:15-12:00 Introduction to the Project Management process groups and knowledge areas
Activities and templates for the Initiating process group; defining stakeholders
Developing charters
- 12:00-12:30 Lunch break
- 12:30-2:30 Activities and templates for the Planning Process group; developing the Work Breakdown Structure
Defining the elements of a project plan
- 2:30-2:45 Break
- 2:45-5:00 Impacts of poor communication; developing a communications plan
Guidelines for communicating with stakeholders
Debrief Day One

Day Two

- 8:30-10:00 Check In
Identification of assumptions and constraints; identifying risks
Identifying and managing risks
- 10:00-10:15 Break
- 10:15-12:00 Advanced risk management techniques

12:00-12:30 Lunch break

12:30-2:30 Activities and templates for the Monitoring process group; developing schedules, status and financial reports

Activities and templates for the Closeout process group; storing project and training documentation, compiling usable lessons learned

Complete organizational process evaluation sheets

2:30-2:45 Break

2:45-5:00 Meeting management

Leadership styles

Debrief and Evaluation