



INTRODUCTION TO PROJECT MANAGEMENT IN MANUFACTURING

3.0-Hour Program

This foundational program introduces participants to the basic principles, tools, and practices of effective project management. Designed for individuals new to managing projects or participating in project teams, it provides a high overview understanding of how projects are initiated, planned, executed, monitored, and closed.

LEARNING OBJECTIVES

At the end of this session, participants will be able to:

- Understand the fundamental phases and terminology of project management.
- Recognize the role and responsibilities of a project manager and project team members.
- Identify key elements of project planning including scope, schedule, budget, and risk.

OUTLINE:

- **What is a Project?**
 - Key characteristics of a project
 - Identifying stakeholders
- **Project Management Framework**
 - The 5 phases: Initiate, Plan, Execute, Monitor & Control, Closure
 - The “Triple Constraint”: Scope, Time, and Cost
- **Roles and Responsibilities**
 - The project team and stakeholder roles
 - Building accountability and communication flow
- **Project Planning Essentials**
 - Setting objectives and defining scope
 - Creating a Work Breakdown Structure (WBS)
- **Project Execution and Control**
 - Managing resources and workflow
 - Tracking progress (using basic tools like Gantt charts, action lists)
- **Project Closure and Lessons Learned**
 - Completing deliverables and final reporting to stakeholders
 - Capturing lessons learned and best practices