



September 25, 2019

What Should I Know About Project Management if I NEVER Want to Be a PM?

SUMMARY

Level: Introductory

In this introductory-level Brown Bag session, you will learn foundational Project Management concepts that you can start applying right away. This user-friendly session is designed specifically for non-project managers.

This session is for you if you agree with any of the following statements:

- You aren't a project manager but still want to know some basics
- You want to improve your effectiveness as a project team member
- You want to know what documents and tools could be used to keep projects on track

3 KEY TAKEAWAYS

By the end of the session you will understand 3 essential tools and approaches that you or your Project Manager might use to organize a project and keep it on track.

- Goals and Objectives (Why) - It's important for you and the project stakeholders to know where you're going.
- Roles & Responsibilities (Who) - It's essential that roles are clearly defined to avoid confusion about deliverables and decisions.
- To-Do's (How) - Communication is key! It's important to have a project plan and means to track progress effectively.