

Project Management Basics

Who Should Take This Course

With innovation happening more than ever, the new agile project economy requires more and more people across organizations to manage projects successfully. The problem is very few people receive formal training in how to do it.

Everyone within an organization manages projects! Establishing a uniform process with a common language dramatically increases the likelihood of success.

Ways to Take This Course

In-Person Training – 1 day

- Custom design and delivery at your site

Modular Design

- Four 2-hour sessions
- At your site or virtually
- Allows participants time to use the tools between classes

What You'll Learn

Participants will gain an understanding of value delivery, project management principles, and performance domains that are important for final delivery outcomes. Participants will learn to:

- Influence and engage key stakeholders to gain alignment on a clear project scope, with defined deliverables and an effective risk management strategy.
- Build a communication plan that encourages participation and support.
- Detail a project schedule and define roles & responsibilities.
- Follow a consistent process designed to deliver high-impact projects on time and within budget.
- Build high-performance teams and manage team dynamics.

Why Take Project Management Basics

With the increasing demand for efficient project delivery, mastering the art of project management has become a critical skill for both businesses and individuals. Yet according to the Project Management Institute, 75% of projects fail to meet at least one of their stated baseline objectives. The most common reasons for failure include running over budget, falling behind schedule, and failing to meet deliverables.

Factors that have been shown to increase success rates as high as 80% include employee training, solid project planning, and management commitment.

Benefits of a Strong Project Management Discipline

The good news is—unofficial project managers can build confidence to lead high-value projects and engage teams in a way that inspires them to deliver their best efforts.

Meet Your Instructor

Melissa T.K. Hess, Founder and Principal of Executive Lift, provides operations consulting and leadership coaching for small-to-midsize companies. Melissa's signature approach is to focus on the intersection of people and process. She has a reputation for building high-performance teams that routinely exceeded profitability, capacity, and efficiency targets, under her direct leadership and now working with clients.

Since 2018, Melissa has been coaching other leaders in the skills required to develop operational excellence and high-performance teams. She provides tools and techniques to optimize processes and people to navigate the competing demands of business leaders, customers, and employees.

Prior to launching Executive Lift, Melissa spent more than 25 years serving as an operations P&L leader for companies in manufacturing, industry, pharma, and big box retail. No stranger to a hard hat and steel-toe boots, she has served on the shop floor, at headquarters, and in the boardroom. Her employers have included GKN Hoeganaes, Southco, Inc, The Home Depot, Express Scripts (formerly Medco Health Solutions), and Holman Automotive.

Melissa holds an Sc.B. in Materials Engineering from Brown University and an MBA from The Wharton School at The University of Pennsylvania. She is a Six Sigma Black Belt and a certified Project Management Professional. As a certified DISC Personality Styles Coach, Melissa is skilled at addressing the uncomfortable people and culture problems many consultants are afraid to touch. Melissa maintains additional credentials as a Certified Personal Trainer and Nutrition Coach, supporting her practice to coach the whole person.

Melissa's pro bono work includes serving on the faculty for DELTA School (Development, Education, and Leadership Training Academy) for local, county, state, and federal law enforcement in New Jersey.



Melissa TK Hess

Six Sigma Black Belt, PMP
Founder and Principal at Executive Lift LLC

M: 856 912 6056

W: www.executivelift.com

