

# Project Management Essentials for Non-Project Managers

**Course Number:** 6131

**Length:** 2 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Learn the basics of project management through a focus on terms and definitions, class discussion, and exercises that challenge you to develop the collateral often used in managing projects. Designed for those involved with projects in a non-managerial capacity, this course will help you use sound project management principles, including interacting with stakeholders, managing and mitigating risk, and following the project lifecycle.

## Intended Audience

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This course is designed for anyone who needs to know how to manage tasks or small projects with a structured approach to ensure success.

## Client-Provided Facility Requirements

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- Internet required for instructor computer

## Course Learning Objectives

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- Define project management terms
- Describe fundamental project management concepts
- Identify project stakeholders
- Develop a project charter
- Describe the planning process
- Organize project work using a work breakdown structure
- Understand scheduling concepts
- Describe cost components of a project
- Create a risk register
- Describe how to monitor and manage the project status

## Course Additional Features

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- Producer Support
- Technical Support Team
- Post-Course Connection
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- AI Prompts

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All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Lesson 1: Project Management Overview
	Lesson 2: Defining the Project
	Lesson 3: Planning the Project
LUNCH	
AFTERNOON	Lesson 4: Identifying the Work
	Lesson 5: Scheduling the Project

DAY TWO	
MORNING	Lesson 6: Project Budgeting
	Lesson 7: Planning for Risk
	Lesson 8: Baselining the Project
LUNCH	
AFTERNOON	Lesson 9: Managing the Project
	Lesson 10: Closing the Project
	Course Exam

## Learning Methods

Presentation, class discussions, practical activities, and group and individual exercises

## Credits

**National Association of State Boards of Accountancy (NASBA)**

# Project Management Essentials for Non-Project Managers

- Field of Study: Management Services
- Level: Basic
- CPEs: 16

## Professional Development Units (PDUs)

- Credits: 14

## Continuous Learning Points (CLPs)

- Credits: 16

## American Council on Education™ (ACE) Recommendation

This credential has been successfully evaluated by the American Council on Education for college credit. It is recommended for a total of 1 college credits. For more information about ACE Learning Evaluations, visit [www.acenet.edu](http://www.acenet.edu).

## Management Concepts Certificate Program Relationship

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This is a core course in the following program(s):

- [Human Capital Certificate Program](#)
- [Project Management Associate Track](#)

This is an elective course in the following program(s):

- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Business Analysis and Requirements Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Program Management Certificate Program](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

# Project Management Essentials for Non-Project Managers

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Participants must achieve a *total* score of 70% or higher to obtain credit for this course.

- The following activities make up 60% of the total percentage:
  - Class Participation — 15%
  - Team Participation — 15%
  - Exercise Completion — 70%
- A final exam makes up the other 40% of the total percentage

For clients with a passing score of 80% or higher, the facilitator will adjust the *Meets Expectations* scores accordingly.

## Follow-On Resources

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- [Leadership and Communication Skills for Project Leaders](#)
- [Project Risk Management](#)
- [Agile Project Management for the Federal Environment](#)
- [The Integrated Project Team \(IPT\)](#)
- [Facilitating Value on Projects](#)

# Project Management Essentials for Non-Project Managers

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/6131>



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