

Professional French Masters Program  
Professional Skills Workshop Description

## **Project Management**

Spring 2021

*Online tutorials beginning March 2<sup>nd</sup>  
followed by a live interactive seminar  
(April 2, 2021)*

Workshop presenter: Meghan Konkol

### **Basic Description**

This workshop will expose PFMP students in all concentration areas to the basics of project management, with a special focus on the ways products are delivered on time, within budget, and within the expectations of product stakeholders. The workshop will familiarize participants with product scope, development, project planning (including managing a budget and allocating resources), risk management, procurement, and project review.

### **Learning Outcomes**

All participants finishing this workshop will have a better understanding of how to:

- Identify the major components of managing a typical project in a company or organization in the student's field of study
- Communicate and delegate various tasks to different members of a single project team
- Use an efficient scheduling method for the context of a hypothetical project
- Make successful basic decisions about project scope when envisioning a project
- Manage a basic project budget
- Identify the basic risks associated with a project
- Evaluate the efficacy of a completed project
- Use a project management tool to plan and collaborate on a project