UW-Stout Project Management Training

**Title:** *The Fundamentals of Project Management*

**Description:** Much of the work performed on campus today is done through project teams: groups of people from different work areas and departments coming together to solve a campus-wide problem or develop campus-wide solutions. Managing a project, however, requires mastering a new set of managerial competencies and skills that range from defining expectations and establishing a project charter through managing team dynamics and presenting the final project deliverables. In this half-day seminar, you’ll learn the key steps for developing and managing a project and learn how to use a number of useful tools and templates to help keep your project team on track.

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

- Describe the phases of project management
- Define the roles of key players within a project: project manager, project sponsor, and project members
- Develop a project charter that defines key expectations and parameters of the project
- Identify how to select and build a project team.

**Your Instructor:** Jeffrey Russell, co-director of *Russell Consulting, Inc.*, specializes in helping organizations achieve great performance while successfully responding to the challenges of change. With a focus on leadership, strategic thinking, and leading change, Jeff has worked with organizations as diverse as Fortune 500 firms, public sector organizations, and small family businesses. Jeff received his Masters in Industrial Relations from the UW-Madison. It is at UW-Madison where he serves as an adjunct faculty member for the Wisconsin Certified Public Manager Program, Small Business Development Center, Engineering Professional Development in the School of Engineering, and Master of Engineering in Professional Practice (MEPP) program. He also teaches at the UW campuses of Milwaukee, Green Bay, and La Crosse and has designed and delivered leadership development programs at UW-Stout and UW-River Falls.

Jeff is a frequent presenter at local, national, and international conferences. He has presented at the 2001 through 2011 International American Society for Training and Development (ASTD) Conferences, Jamaica Employers Federation Conventions, Wisconsin Society for Human Resource Management Conferences, National Conference of the American Society for Public Administration, Minnesota Project Management Institute’s Professional Development Days, and Minnesota Quality Conference.

Jeff and his wife and business partner Linda have co-authored eight books. Recent titles include *Leading Change Training*, *Strategic Planning Training*, *Change Basics*, *Ultimate Performance Management*, and *Engage Your Workforce*. 
To find out more about Jeff’s consulting, training, and writing, visit his website at: www.RussellConsultingInc.com.