

# Lead Projects Program

## 3 Classes Offered



*Fundamentals in PM*  
(Online, self-paced)



*Managing Projects 101*  
(Online, 2-3 months)



*Managing Projects 201*  
(Hybrid, 4 months)

## Fundamentals in PM

A great way for individuals who are new to project management to learn a basic overview. After this course, the participant will have a broad understanding of basic project management concepts and processes.

### Training Topics:

- Characteristics of a project and essential skills of a project manager.
- Basic overview of different techniques for each phase of the project life cycle.

### Audience:

Anyone interested in Project Management, or employees interested in applying for the Managing Projects 101 class.

### Course Feedback:

"This course provided me with an excellent introduction to the key aspects of project management. It covered a broad range of topics, including project initiation, closing, and everything in between."

- Steven Edinger, Tampa Water Resources

## Managing Projects 101

Are you just starting out in Project Management? This program is designed for employees who are starting to manage or assist with the management of a piece of a project.

### Training Topics:

- Presentation Skills
- Technical Writing
- Introduction to Project Financials
- Managing Work through Others
- Project Operations Lite
- Developing and Utilizing a PMP

### Audience:

Task leaders, technical leads, or an individual just starting to manage small portions of projects.

### Course Feedback:

"My experience in the Managing Projects 101 class was great, the instructors were knowledgeable and passionate and did an exceptional job detailing what it takes to be a PM at JMT. I look forward to applying the information and best practices that I learned from this class."

- Mitchell Smith, DC Traffic

## Managing Projects 201

Our advanced project management program focusing on application of project management skills to deliver quality projects on time and within budget.

### Training Topics:

- Advanced Presentation Skills
- Advanced Project Financials
- Negotiating Strategy and Difficult Conversations
- Project Leadership
- Project Operations
- Project Organization and File Storage
- Developing and Utilizing a PMP

### Audience:

Project Managers, experienced Task Leaders. The ideal candidate should have a good foundation of project management knowledge.

### Course Feedback:

“Having completed the 201 course, I feel more connected to JMT and confident in my Project Management skills than ever before. The class provided relevant examples taught by industry leaders at JMT. The networking between classmates and colleagues was valuable and will create opportunities for success at JMT.”

- Sarah Carroll, Syracuse Traffic