



Department on Demand

Project Management Basics

An offering of Roo Solutions

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Department on Demand: Project Management Basics

Welcome to Department on Demand: Project Management. The toolkit will equip you to effectively plan and execute individual or cross-functional projects. The practical and actionable tools provided are designed to enable anyone to manage projects successfully.

Organizations are filled with intelligent professionals who successfully manage (or is it juggle?) family, professional and personal obligations and activities. One would assume that these same people would be able to conceive, plan and execute individual and cross-functional projects as well. While schools prepare students to work in teams, the formal training and education in formal project management is limited. As a result, it should not be surprising that successful professionals occasionally struggle to “make time” for projects amid the day-to-day workload or have difficulty defining milestones and outputs. Dedicating a bit of time up front to define project scope, milestones and deliverables provides the foundation for a successful project management experience.

Meet the Expert



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Kelly specializes in creating practical and culturally-relevant solutions that engage the workforce while developing organizational capabilities. With over 15 years broad-based expertise in Human Resources, Organizational Development, Facilitation and Leadership, Kelly challenges her clients to strategically align people, process and culture with the execution of business objectives; she has a particular passion for optimizing the performance of non-profits and organizations experiencing growing pains. A two-time recipient of the Employers Association Best Practices Award, Kelly earned her MBA from the University of St. Thomas and the Professional in Human Resources (PHR) certification through the Society for Human Resource Management.

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