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# Managing Projects When Your Title Isn't Project Manager [1]

The purpose of the Managing Projects When Your Title Isn't Project Manager is to provide participants with an overview of project management terms and definitions, clues to identify when you are informally leading a project, an understanding of timelines and milestones, tips on leading teams, and more.

**Program Level**: Basic

**Prerequisites**: None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Internet Based

**Instructors:** Cindy Kraft [2], Steven Linenberger [3]

**Recommended CPE Credit:** 1.0 Hours

**Field of Study:** Personnel/Human Resources

**Course Objectives:**

- Identify signs that you are informally leading a project
- Learn key project management terms/definitions
- Understand how to track the progress of a project using timelines and milestones
- Discover how to lead teams that drive effective collaboration and clear communication
- Seek and find resources and support going forward

**Course Developers:** Cindy Kraft [2], Steven Linenberger [3]

**Course Reviewer:** Normandy Roden [4] - January 2026

**Program Policies** [5]

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