

## **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

**Instructor:** [Cindy Kraft](#) [2], [Steven Linenberger](#) [3]

**Recommended CPE Credit:** 1.0 Hours

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

### **Course Objectives:**

- Explain what a “prompt” really is – and why it matters
- Learn how to save time and frustration when prompting with Gen AI
- Pick up practical techniques to make your prompts sharper
- Discover a few hacks your colleagues already use

At the end of the course, participants will be able to:

- 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

### **Program Policies** [4]

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**Links**

[1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/managing-projects-when-your-title-isnt-project-manager> [2] <https://www.cu.edu/controller/cindy-kraft-cpe-instructor> [3] <https://www.cu.edu/controller/steven-linenberger-cpe-instructor> [4] <https://www.cu.edu/controller/cpe-cpas-policies> [5] <http://www.learningmarket.org>