



The Art Of Learning And Development **Project Management**

Would you like to learn more about project management and develop these skills?

Are you planning to take the next step in your career?

Overview

Alf you are ready to take this step in L&D project management, some roles, along with L&D Project Manager, include:

- Learning Consultant
- Senior Learning Developer
- Senior Instructional Designer
- Senior Learning Technologist
- Senior Learning Content Developer
- Senior Trainer/Facilitator
- Learning Business Partner
- Learning Project Manager
- Multimedia Designer, etc.

How Can You Start?

1. Read Learning and Development project management articles
2. Dedicated PM books
3. Keep up with the learning trends
4. Become visible on social media by sharing or writing L&D articles
5. Start looking for Learning Project Manager job descriptions to identify the main roles and responsibilities of your future and desired job.



L&D Project Management Lifecycle



Let's dive deeper into the L&D project management aspect.

1/PROJECT NEEDS ANALYSIS

Engage stakeholders with critical questions to identify project requirements and goals.

Conduct an initial meeting to align objectives, clarify roles, and establish a shared understanding of the project.

2/KICKOFF MEETING

3/TIMELINE DEVELOPMENT

Outline the project phases—Analyze, Design, Develop, Implement, Evaluate—detailing tasks, responsibilities, and deadlines.

Define specific tasks, assign ownership, and establish clear priorities.

4/TASK PLANNING

5/MONITORING AND UPDATES

Regularly review progress, provide updates, and hold project meetings to ensure alignment and address issues promptly.

A document including: Initial project needs, Meeting minutes of what has been discussed, Completed tasks, Deliverables, Lessons learned and Recognition of team efforts and project celebration!

6/PROJECT CLOSURE REPORT

L&D Project Management Tools

Now, it's time to identify the tools a Learning Project Manager can use.

Project Management Tools

- **Asana**- Task management, project timelines, and team collaboration.
- **Trello** - Kanban boards for tracking training projects and deliverables.
- **Microsoft Project**- Scheduling, dependencies, resource planning, and project tracking.
- **Jira** - Agile project management, workflows, and issue tracking.

Communication & Collaboration Tools

- **Microsoft Teams** - Meetings, chats, and collaboration
- **Slack** - Team communication and channels
- **Zoom** - Virtual training and meetings
- **Microsoft Outlook** - Email, calendars, and scheduling
- **SharePoint** - Document management and team resources

Documentation & Planning Tools

- **Microsoft Word** - Training plans, reports, and documentation
- **Microsoft PowerPoint** - Presentations and training proposals
- **Confluence** - Knowledge management and documentation
- **Notion** - Project notes, knowledge bases, and planning
- **Google Drive** - Shared documents and collaboration

Data Analysis & Reporting Tools

- **Microsoft Excel** - Training trackers, budgets, attendance, schedules, and data analysis.
- **Power BI** - Dashboards for training KPIs, participation, and learning metrics.
- **Microsoft Forms** - Training feedback, surveys, and knowledge assessments.



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THANK YOU!