



**The Project Management 3-Day Seminar teaches you how to plan and execute organizational projects on time and on budget...**

York's Project Management seminar is ideal for every project leader, manager or supervisor who is responsible for executing new organizational initiatives. You will examine the most current trends in the field of Project Management, and be introduced to a comprehensive project planning and review process.

Literally hundreds of managers attend *The Project Management Course* each year –from all business disciplines including: Operations, Systems, Manufacturing, Marketing and Corporate Planning.

**The 2-Day Microsoft Project® Workshop shows you how to use your computer to monitor every phase of your current and future projects...**

Through hands-on instruction using 'Microsoft Project' and discussing other applications programs, participants will be led through several exercises which illustrate the full range of possibilities that the computer can play in every project situation.

The workshop covers tangible management issues including: **Computation of critical paths; Sensitivity analysis; Optimal use of resources; Manpower planning; Multi-project planning and control;** and **Project time and cost tracking.**

Don't miss the seminar and workshop...the skills will last you a lifetime!

**REGISTRATION SAVINGS:**  
Attend both the Seminar and Microsoft Project Workshop and SAVE \$200:

The Optional 2-Day Microsoft Project Workshop is only \$795 when you attend the seminar (\$995 without). Register for both the Seminar and Workshop and SAVE \$200 on your tuition.

“An excellent and comprehensive overview of project management principles, concepts & practices; suitable for the new project manager and anyone seeking a refresher.”

P. Finnegan, **Director, CIDA**

“The course builds up bricks of daily work knowledge and experiences into a solid wall of project management skills.”

A. Yu, **Sr. Production Supervisor, Canada Bread Co. Ltd.**

“This was a great learning experience given by a qualified and competent instructor. The learning will be immediately applicable to my work.”

B. Roberts, **Chief Superintendent, RCMP**

“Excellent overview of project management. A very well organized and well presented class.”

M. Shi, **Product Manager, Bell Mobility**

“It is a great course for Project Managers. The exercises & practical class participation help you learn more and clarify the concept of Project Management.”

M. Khan, **Bombardier Aerospace**

## REGISTRATION FORM



EXECUTIVE & PROFESSIONAL DEVELOPMENT



## The Project Management Course & Using Microsoft Project® Workshop

In Partnership With



### When & Where:

**3-DAY SEMINAR SESSION:**  
January 22 - 24, 2007  
March 26 - 28, 2007

### 2-DAY WORKSHOP SESSIONS:

January 25 - 26, 2007  
March 29 - 30, 2007

(9:00 am - 4:30 pm each day)

Saint Mary's University  
at the World Trade Centre  
1800 Argyle Street, Suite 801  
Halifax, NS B3J 3N8

### Hotel Accommodation:

If you require hotel accommodations, we recommend:

**The Prince George Hotel**  
1725 Market Street  
Halifax, NS B3J 3N9

Reservations: **1-800-565-1567**  
Local: 1-902-425-1986  
Fax: 1-902-429-6048

Ask for the Saint Mary's University Executive and Professional Development preferred customer rate.

### Registration Fee:

■ The fee for the 3-day seminar is \$1,495 + 14% HST. The workshop only is \$995, or both for \$2,290 (SAVE \$200). This includes all seminar materials, lunches, refreshments, but not hotel accommodations.

■ Registration forms may be sent by FAX to (902) 420-5284, Toll-free fax to 1-866-511-7111 or by mail. Cheques should be made payable to Saint Mary's University. Saint Mary's liability is limited to reimbursement of paid tuition fees.

■ Registrants who provide written notice of cancellation at least 14 days in advance of the seminar start date will receive a full refund. Cancellations less than 14 days prior to the seminar will be subject to a \$200 administration fee. Non attendance will incur full seminar tuition cost.

■ If you have any questions please call Saint Mary's administrative office at (902) 420-5638 or 1-800-877-0874. Visit us online at [epd.smu.ca](http://epd.smu.ca)

### FRAMED CERTIFICATION



All participants who complete this program will receive a framed Certificate of Course Completion. Early enrollment is recommended for all courses

## REGISTRATION FORM

### Send Registration by:

**Online**  
<http://epd.smu.ca>  
**Fax: (902) 420-5284**  
Toll-Free Fax: 1-866-511-7111  
**Tel: (902) 420-5638**  
Toll-Free: 1-800-877-0874

### Mail cheque to:

**Saint Mary's University**  
at the World Trade Centre  
1800 Argyle Street, Suite 801  
Halifax, NS B3J 3N8

### Program Registration Fees:

**3-day Seminar Only:**  
\$1,495.00 + 14% HST

**Workshop Only:**  
\$995.00 + 14% HST

**Seminar & Workshop:**  
\$2,290.00 + 14% HST **SAVE \$200!**

YK2766 A B C D E

## The Project Management Course & Using Microsoft Project® Workshop

### The 3-Day Seminars:

January 22 - 24, 2007  
 March 26 - 28, 2007

### The Microsoft Project Workshops:

January 25 - 26, 2007  
 March 29 - 30, 2007

NAME: (MR) (MS) \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS (W)  (H)   
(Please provide mailing address for seminar materials if different than above address)

CITY \_\_\_\_\_ PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE (W) \_\_\_\_\_ (H) \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

CHEQUE PAYABLE TO SAINT MARY'S UNIVERSITY  AMEX  VISA  MASTERCARD

EXPIRY DATE \_\_\_\_\_ CARD # \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_ CARDHOLDER SIGNATURE \_\_\_\_\_

BILL MY COMPANY - ATTN.

HALIFAX SESSIONS

## PUBLIC SEMINARS | BUSINESS OPERATIONS



EXECUTIVE & PROFESSIONAL DEVELOPMENT

presents...

# The Project Management Course

Study practical and effective management techniques for the successful execution of any project.



### HALIFAX SEMINAR DATES:

January 22 - 24, 2007  
March 26 -28, 2007

### PLUS! New Software Program

## Using Microsoft Project® Workshop

Microsoft Project 2000, 2002 or 2003 Standard Edition.

### HALIFAX MICROSOFT PROJECT WORKSHOP DATES:

January 25 - 26, 2007  
March 29 - 30, 2007

A Joint Program by...



EXECUTIVE & PROFESSIONAL DEVELOPMENT



"SEEC and ye shall find."

# The Project Management Course

PUBLIC SEMINARS | BUSINESS OPERATIONS



## About This Seminar

A project is any unique undertaking which requires a special organization and has stated objectives in terms of scope, time and cost. **The Project Management Course takes a comprehensive view of "the total project," from the planning and organizational stages to the actual implementation stage with special emphasis placed on control and continuous improvement.**

Course coverage will include project management systems and will also explore the often neglected human side of Project Management and employee motivation. **This is an ideal overview for anyone directly or indirectly involved in project development.**

## Who Should Attend

Today's fast-paced business environment demands that managers have formal project management training. **This course plus workshop is vital for:**

- New Managers and Project Managers
- Those undertaking unique projects
- Corporate department heads
- Senior executives with business planning responsibilities
- Systems, manufacturing and operations personnel
- Engineering professionals
- Technology and Research Managers

“ This course gave me a complete overview of project management. This course will help me in organizing my future projects. ”

D. Tayl, Database Developer Analyst,  
Transcontinental Media

## What You Will Learn

1. **Essential PM terminology that will help enable you to communicate effectively with your peers.**
2. **The phases of the project cycle.**
3. **How to maintain control of time, scope, quality and costs.**
4. **Understanding key stakeholder roles and responsibilities.**
5. **Effective ways to monitor and control your projects.**
6. **How to establish and use the proper communication channels.**
7. **Develop early warning systems by tracking and measuring progress.**
8. **How to closeout your project, gather lessons learned and implement best practices on future projects.**

“ This course is an excellent foundation in project management. It is fun and informative. ”

P. Todd, VP Product Development,  
Maves International Software

**IN-COMPANY TRAINING:** This program can be delivered on site. Please contact Saint Mary's University at (902) 420-5638 or 1-800-877-0874 for more information

“ This course really opened my eyes to project management. I see how project management can benefit companies if done properly. ”

C. Chatterton, Project Coordinator,  
Yaskawa Motoman Canada Ltd.

## Program Content

ENJOY OUR 100% SATISFACTION GUARANTEE ON ALL PROGRAMS!

### Project Management Life Cycles

- The project life cycle
  - Phases
  - Characteristics
  - Life cycle trends
- Initiating, planning, executing, controlling and closing phases

### Project Selection, Initiation and Team Formation

- Building a project team
- Project selection models
- Identifying, documenting and assigning roles, responsibilities and reporting relationships
- Team charter development

### Project Scope Planning & Work Breakdown

- Creating a scope document
- Definition and purpose of a Work Breakdown Structure (WBS)

## Instructor Profiles

### Sandra Martyn, PMP

- Sandi is President of The Martyn Group, a consulting company specializing in project management training, project design and implementation.
- She has over 20 years of experience managing projects in all categories including construction, information systems, production, financial, transportation and public sector.
- Sandi has successfully instructed and coached thousands of managers to improve their project planning and management skills.

### Kathryn Pottruff, PMP, MSPM

- Kathryn is one of Canada's most experienced project management professionals, with over 20 years of consulting and teaching experience. She recently completed her Masters of Science Degree in Project Management.
- As President of Global Projectives, Kathryn specializes in rapid deployment of project management methodologies throughout organizations. She is a dynamic instructor who has taught executives throughout Canada, the US and the Middle East.



## 3 Day Seminar Registration Details

3 Day Course Tuition: \$1495.00 +HST

January 22 - 24, 2007  
March 26 - 28, 2007

Location:  
Saint Mary's University  
at the World Trade Centre  
1800 Argyle Street, Suite 801  
Halifax, NS B3J 3N8

3 WAYS TO REGISTER:



ONLINE



FAX



MAIL

SEE BACK



OPTIONAL 2-DAY COMPUTER-BASED WORKSHOP • ONLY \$795 WITH THE SEMINAR – SAVE \$200

# Using Microsoft Project® Workshop

## About This Software Workshop

Your business world just got a lot easier to manage thanks to our introductory Microsoft Project® software training workshop. This workshop format is ideal for both managers and staff with little or no previous experience with project management software.

You will be led through practical exercises which illustrate the many software features. The workshop covers tangible management issues including:

- Setting up a project
- Scheduling & assigning tasks
- Allocating costs & resources
- Tracking progress

Don't miss this introductory workshop ... you will wonder why you didn't learn these project planning techniques and software skills earlier!

## What You Will Learn

1. **How to set-up a project on your system.**
2. **How to follow Microsoft Project menus and toolbars.**
3. **Establishing project schedules and work breakdown structures.**
4. **How to update your projects, tasks and allocate resources.**
5. **How to track project progress on your computer and measure project results.**
6. **How to consolidate multiple projects.**
7. **How to close out your projects using Microsoft Project.**

## Course Requirements

- Please bring your laptop computer with Microsoft Project 2000, 2002 or 2003 installed and your laptop power cord.

## 2 Day Software Workshop Registration

Special Introductory Offer: \$995.00 +HST

January 25 - 26, 2007  
March 29 - 30, 2007

Location:  
Saint Mary's University  
at the World Trade Centre  
1800 Argyle Street, Suite 801  
Halifax, NS B3J 3N8

Only \$795.00 if you have taken our Project Management Seminar. **SAVE \$200**

## Program Content

### Exploring the Microsoft Project Environment

- Starting Project 2000/2002/2003
- The project screen
- The project life cycle
- The project guide toolbar, sidepane/smart tags
- Opening and closing a project file
- The Gantt Chart view

### Setting Up a New Project

- Defining a project calendar
- Entering project information
- Establishing calendar options
- Saving project files

### Developing the Work Breakdown Structure

- Work breakdown terminology and formats
- Collapsing, expanding, and editing the task list

### Establishing and Fine Tuning the Project Schedule

- Understanding dependency relationships
- Creating task dependencies and critical paths
- Using flexible and inflexible constraints
- Resolving scheduling conflicts

### Understanding Resources and Cost Management

- Factors effecting resource management
- Defining resources types
  - Material, single and grouped resources
- Creating a resource list (people and equipment)
- Using task calendars
- Defining costs: fixed, variable and material

### Managing Consolidated Projects

- Sharing a resource pool among multiple projects
- Creating a master project file
- Viewing resource assignments across multiple projects

### Tracking Progress & Producing Reports

- Setting baselines for the entire project or tasks
- Updating projects tasks and project status
- Viewing reports and customized tables
- Modifying report content