

The Project Leadership SeriesSM

Presented by the
**MARTHA AND SPENCER LOVE
SCHOOL OF BUSINESS**

at

Elon University

In collaboration with



Learning
Leading
Collaborating

T A N D E N

**“Leading through
teaching and inspiring
others.”**

Recommended Prerequisites:

- None

Recommended Follow-Up Courses:

- Project Risk Management
- Advanced Project Management
- PMP® Certification Exam Preparation
- Leadership Skills for the Project Professional
- Project Portfolio Management
- The PMO: Leading the Project Delivery Organization

For more info, contact:

ELON ExecEd

2075 Campus Box
Elon, NC 27244

Phone: +1.336.278.6091
Fax: +1.336.278.5952
E-mail: ExecEd@Elon.edu
Web: www.Elton.edu/ExecEd

Essentials of Project Management **October 14 - 16, 2008**

Essentials of Project Management is a three-day, instructor-led training class designed to introduce participants to the basics of the project management discipline.

What you will learn

The course structure effectively combines introductory lecture and discussion with hands-on application of useful project management principles, tools, and techniques through applied case study exercises. The course covers the basics of all project management life-cycle processes including: project initiation, planning, executing, monitoring and control, and closing.

Topics areas include:

- ♦ Project Management Terminology
- ♦ Stakeholder Management
- ♦ Triple Constraint Model
- ♦ Schedule Development
- ♦ Cost Estimating and Control
- ♦ Roles and Responsibilities
- ♦ Change Control
- ♦ Lessons Learned
- ♦ Project Organizations
- ♦ Project Charter
- ♦ Work Breakdown Structure
- ♦ Critical Path Method
- ♦ Resource Planning
- ♦ Risk Management
- ♦ Quality Control
- ♦ The Final Report

Who should attend

The course will benefit project managers, team members, functional managers, and other key project stakeholders in any industry.

Participants Will Receive

- ♦ Comprehensive Student Guide
- ♦ Workbook Including Course Case Study and Templates
- ♦ Standard Project Management Templates in Electronic Format
- ♦ Certificate of Participation
- ♦ 21 PDUs / 21 Contact Hours / 2.1 CEUs

What Previous Attendees Have Said:

“A lively class environment where discussion was encouraged. I learned a lot.”

“Real-life examples helped... I can apply this to my projects immediately.”

“The instructor was one of the best ones I've ever had. He made learning fun and kept our attention throughout the class. It was a great class.”

All Tanden LLC instructors are certified Project Management Professionals (PMP®) with many years of hands-on project leadership experience in a multitude of industries. Tanden LLC is a PMI Registered Education Provider.



Earn your
**Elon University Executive Education
Certificate in Project Leadership**
By completing 4 courses* within 2 years

Core Courses:

Essentials of Project Management
Advanced and Applied Project Management

Elective Courses:

Project Risk Management
Leadership Skills for the Project Professional
Project Portfolio Management
Leading the Project Management Office (PMO)
PMP® Certification Exam Preparation

Seminars:

Project Management Executive Seminar
Risk Management in the Project Environment
Communication for Virtual Project Teams
Contracting for the Project Leader
Managing Multiple Projects
Cart After horse: Project Scope & Schedule
Art of PM: Leadership Skills for the PM Practitioner

* Three seminars may be substituted to satisfy one elective course requirement.

NEW!!

The Project Leadership SeriesSM

ELON ExecEd

Promotional Partner



Register for: **Essentials of Project Management**

Dates: **October 14 - 16, 2008, 8:30 a.m. - 4:30 p.m.**

Registration Fee: \$995 | Team: \$895 for each additional registration - same organization

Early Bird Discount: Register for only \$895 on or before September 15, 2008 - SAVE \$100

I look forward to attending Essentials of Project Management. (October 14 - 16, 2008)

Name: _____

Firm: _____ Code: _____

Address: _____

Phone Number: _____

Email Address: _____

To Register

- Register online at www.Elson.edu/ExecEd
- Call 336-278-6091 or e-mail execed@elton.edu
- Fax the form to 336-278-5952
- Mail the form with your check to the following address:
**Elon Executive Education
Love School of Business
2075 Campus Box
Elon, NC 27244**

The deadline to register is September 29, 2008.

Please make checks payable to Elon University - ExecEd.