

LEADERSHIP & MANAGEMENT

QNET presents:

Project Management Fundamentals* – A 5 Day Course

Mondays – November 20, 27, December 4, 11, 18, 2006 – 8:15 am - 4:15 pm

Learn to effectively plan, organize, implement and control projects as a Project Manager or member of the Project Team in this 5 day Project Management Fundamentals course designed on recognized project management practices and in agreement with the PMBOK (Project Management Body of Knowledge) of the Project Management Institute (PMI).

Participants will develop an understanding of how projects originated, the various organizational structures used to accomplish a project, how to scope and develop a Project Strategy Action Plan which includes time management, cost management, quality management and the control techniques during implementation.

Learning is reinforced with practical case studies...

Delivered in a step by step sequence, the course incorporates case studies at each stage in the process so that participants can apply the concepts, including Terms of Reference and work breakdown structure with time estimates, costing, Gantt Charting, planning and controlling. Templates will be provided for participants to use with any project from concept to completion.

Participants will work on project teams...

Participants will work in teams and be assessed on their skills and ability to apply the concepts. In addition to developing project management skills, the participants will experience team dynamics and, as a team, produce a deliverable. This reinforces the direct application of the skills that are transferable to their actual jobs.

A complete course outline of topics covered is on the following page.

Course Materials

Each participant will receive a Project Management Binder/Workbook that contains all of the course content. Participants will receive a framed certificate of completion of the PMI Course.

Who Should Attend

This course is designed for anyone who works on projects - Team Leaders, Team Members, Project Managers, Managers. It is also designed for individuals working towards the PMP (Project Management Professional) certification – the course is approved by the Project Management Institute (PMI) with participants receiving 36 PDUs to help fulfill the educational requirements for the application towards PMP.

Instructor

Brian R. King, PMP, P.Eng., has over 30 years of project management experience. He is a keynote speaker (PMI Global Congress) and consultant for private and public sector.

*** Approved by PMI for Project Management Professional (PMP) certification** - This course has been approved by the Project Management Institute (PMI) with participants receiving 36 PDUs to help fulfill the educational requirements for the application towards PMP (Project Management Professional) certification.



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This course will address the following areas of project management:

Project Scope and Management

- Project definition
- Setting SMART goals
- Project scope
- Project plan
- Risk assessment
- Client and stakeholder needs
- Identifying the needs and contact information
- Strategy options and selection
- Communication plan

Project Planning and Controlling

- Human resource management
- Organizational and selection of team structure
- Responsibility matrix
- Work breakdown structure (WBS)
- Quality standards/specifications
- Time estimates

- Dependency network and critical path
- Gantt charts
- Milestone charts

Project Quality and Cost Management

- Cost estimating – fixed and variable
- Budgeting
- Control point identification
- Monitoring performance and action taking
- Dealing with contractors / consultants
- Setup and conducting Project Team Meetings
- Corrective action planning

Completion

- Checklist and wrap-up reports

Project Management Software – MS Project 2000

- Demonstration of Microsoft Project software

REGISTRATION FORM - Fax to (204) 949-4990 or register online at www.qnet.mb.ca

Name _____ Title _____

Organization _____

Address _____

City _____ Province _____ Postal Code _____

Ph _____ Fax _____ Email _____

Are you working toward the Project Management Professional (PMP) certification? yes no

\$1,595 + GST for QNET Members \$1,795 + GST for Non-members

PAYMENT METHOD : Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholder name _____ Signature _____

Participants will receive location and final details approximately 3 days prior to session. Please contact QNET if you do not receive this information. Cancellations must be received in writing no later than Friday, November 10, 2006. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.

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