



touching lives

Fall 2011 Spring 2012 | Bryant Conference Center | Tuscaloosa, Alabama

PROJECT MANAGEMENT CERTIFICATE PROGRAM



training.ua.edu/project

Earn this respected credential and prepare to take the PMP® Certification Exam!



THE UNIVERSITY OF
ALABAMA
CONTINUING STUDIES

Touching lives. Creating opportunities.

PROJECT MANAGEMENT CERTIFICATE PROGRAM



■ REQUIRED COURSES

Project Management Overview: Principles and Techniques

February 1-3, 2012

Project Time and Scheduling Management

September 15-16, 2011

Project Procurement and Contract Management

March 1-2, 2012

Project Tracking and Cost Management

April 19-20, 2012

Project Risk Management

May 8-9, 2012

■ ELECTIVE COURSES

Advanced Project Management

October 12-14, 2011

Microsoft Project

November 9-10, 2011

Project Management Professional (PMP)® Exam Review

June 13-15, 2012

The **Project Management Certificate Program** was developed to assist leaders in their most basic job requirement: getting work done. Leaders who are charged with directing major initiatives for their organizations have the opportunity to impact the bottom line and deliver on promises to customers. This certificate program focuses on the skills necessary to assess environments, dissect large projects down to achievable tasks, garner organizational support and thrive in a workplace of change—making it ideal for leaders who simply want to become more apt at project management or for professionals in the specific field of project management.

Requirements of the Certificate Program

HOW IT WORKS

The **Project Management Certificate** will be awarded after you complete the five (5) required courses and one (1) elective within three (3) years of the first session. Each course will be offered at least once a year.

Participant Takeaways

WHAT YOU GET FROM THE PROGRAM

To accommodate the skill sets required by leaders like you, program developers work with faculty to feature program topics designed to greatly change the way you approach work—from understanding the basics of contract law and the contracting process to using software to manage and track your progress. Specifically, participants will be able to exercise the following skill sets:

- **Ensure a successful outcome before the** project begins by organizing key workforce and all materials necessary, scheduling a realistic timeline, budgeting and forecasting long before implementation begins.
- **Develop and monitor a Risk Management Plan** by recruiting resources to have on hand, anticipating opportunities for variances and making allowances for them and establishing monitoring systems that provide feedback.
- **Implement your project by using progressive** feedback channels that allow you to adjust and improve, measuring and communicating your progress to key stakeholders and analyzing your project's progress.
- **Pass the certification exam** the first time!



Is this program right for you?

Learn more about it online at www.training.ua.edu/project.

You can review faculty bios, see who should attend, and review the complete program outline.

Project Management Overview: Principles and Techniques

REQUIRED COURSE

This results-oriented, “roll up your sleeves” course will introduce you to the quality-driven philosophies and tools that contribute to enhancing the project team’s participation and productivity. You will be introduced to the fundamental concepts of project quality from a strategic, organizational, and tactical viewpoint. The various roles and responsibilities of the project teams will be defined; a profile of an effective project manager will be presented; and the project management process: techniques and tools for project planning and execution, will be discussed.

The course is designed for project managers, functional managers, and key project team members. In other words, this seminar is designed for the very people who are accountable and responsible for achieving predetermined multi-disciplinary objectives on schedule, within allocated cost while delighting customers! Personnel who support projects, either directly or indirectly, should attend this workshop.

Participant Takeaways ◀ WHAT YOU GET FROM THE PROGRAM

- Understand the fundamental concepts of project management, how project management differs from functional management, and the advantages and limitations associated with project management structures
- Better understand the role responsibilities and how to cope with the generic people problems that are encountered in the application of project management concepts
- Employ successful techniques for planning, organizing, scheduling, and budgeting projects BEFORE implementation
- Use successful techniques for controlling and reporting progress during project implementation
- Schedule and estimate projects more accurately
- Practice the project planning and control process by actually formulating individual project work plans and responding to simulated deviations during implementation

Project Time and Scheduling Management

REQUIRED COURSE

As the real world markets place greater constraints on time, human resources, material availability, and budgets, customers are, ironically, demanding and receiving higher levels of product/service quality. Don’t let other people’s predefined limits curtail you and your project’s success. Scheduling and time management is not rocket science. But most projects that are not successful fail because of a lack of attention to the schedule. You do not have to let this happen to you.

There are numerous commonly used project-scheduling techniques. They all work. Some are better than others—depending on the project. Bar charts (also called Gantt charts) graphically show the time periods during which various project tasks are to be performed. Network diagrams, another commonly used scheduling technique, are visual flowcharts of the project work showing the sequence of events. They show the sequence of events and the relationship between activities. Network diagrams are usually developed using either the Critical Path Method (CPM) approach or the Program Evaluation and Review Technique (PERT) approach. Developing effective measures for time utilization and scheduling of your projects puts you in control of your destiny.

Using modern and proven to be effective tools will ensure your projects come in on time and are the success they were planned to be. Use the schedule to drive the project. Learn how to avoid the seven deadly sins of scheduling management. Discover the tools of the trade and proven techniques that you can use to manage time and schedule effectively on every type of project.

This course takes you through the two most commonly used techniques in detail and provides an overview of other commonly used scheduling techniques as well.

Participant Takeaways ◀ WHAT YOU GET FROM THE PROGRAM

- Develop and use the work breakdown structure to develop a schedule
- Develop schedules using PERT/CPM techniques
- Develop resource requirements
- Interchange time and cost
- Know when to take action
- Monitor schedule performance
- Make maximum use of your time

With this fundamental knowledge, you will be in charge of your schedule.

Project Procurement and Contract Management

REQUIRED COURSE

We all live in an increasingly complex and regulated environment. In order to accomplish project objectives, project managers must be able to work effectively with purchasing departments, contracting professionals, vendors, suppliers, subcontractors and contractors. With your solid understanding of the do's and don'ts, the whys and the wherefores of contracting, you will have the advantage whether you are buying or selling. This course covers the most important aspects of contracting, not from a legal perspective, but from the project manager's perspective. With this knowledge you will maximize your control over how the work is performed. You will learn how and when to take action to ensure that suppliers, vendors, contractors and subcontractors perform as contracted.

Learn the principles and concepts of contract law—including the Uniform Commercial Code (UCC). Understand how contracting affects all phases of the project from initiation to project close out. Understand how incentives and liquidation damage clauses can be used to improve “on schedule,” “on budget” with the expected “project performance,” and “customer satisfaction.” Project success, reduced cycle time, low risk and low cost are dependent on good contract negotiation and administration. The keys to contracting are yours in this roll up your sleeves, hard-hitting, fast-moving practical workshop. Lectures are combined with group exercises and individual case studies to maximize the learning experience.

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

- Understand contract law and the contracting process
- Select the right type of contract
- Understand the fine print and boiler plate
- Understand contracting based on value
- Make revisions to contracts
- Administer contracts
- Settle disputes

Project Tracking and Cost Management

REQUIRED COURSE

In today's shrinking world with increasing competition and the financial market's focus on corporate earnings, project managers are required to meet customer satisfaction, cash flow, profitability and other financial goals. If you are going to survive and excel in this ever-changing and constraining environment, you—the project manager—must learn how finance and accounting techniques work and how they can impact your project. In addition, you will be required to report on the financial status of your project to your team, the customer and company management.

This course is designed for project managers, project cost accountants, project managers-in-training, project team members, project engineers, and project manager supervisors. Topics covered will be revenue, total cost, budgets, commitment, cost-to-date, open commitment, estimates-to-completion, and estimates-at-completion—not from an accountant's stand point, but from the project manager's prospective. With this course under your belt, you will have the confidence to report the financial status of your project, the problems you are encountering, your plan of action, and the projected outcome.

Don't miss this opportunity to get a firm grasp of the financial management issues that affect your project results and may control your future.

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

- Read and understand your company's profit and loss statement
- Read and understand your company's balance sheet
- Understand basic accounting as it affects projects

Lectures are combined with group exercises and individual case studies to maximize the learning experience. You will learn by doing! **Please bring a calculator to the class with you.**

Project Risk Management

REQUIRED COURSE

The successful project manager must quantify and manage risks associated with projects. This course will introduce the concept of Risk Management Planning and will take participants through the entire process, including budgeting, reporting, and tracking. Topics to be covered also include Risk Identification, Qualitative and Quantitative Risk Identification, Risk Response Planning, and Risk Monitoring and Control.

Take advantage of this opportunity to utilize Risk Management to control uncertainties and maximize project payoff.

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

- Create and monitor a Risk Management Plan
- Identify risks associated with your project
- Monitor and control your Risk Management Plan
- Apply quantitative and qualitative analysis techniques to your Risk Management Plan

Lectures will be combined with class exercises to give students hands-on experience in utilizing and applying risk management tools.

Project Management Professional (PMP®) Exam Review

ELECTIVE COURSE

Show the world that you have mastered all of the critical project management skills and have command of the project management processes. Earn the distinctive certification of Project Management Professional (PMP®) from The Project Management Institute (PMI). In order to reach certification you must demonstrate that you have mastered all of the skills and techniques, and have the knowledge to set you apart from the pack. Only project managers who have demonstrated the commitment to project management excellence and professionalism need apply. It takes a lot of hard work, but in the end, it is well worth it.

The certification process requires you to have an academic degree to demonstrate at least 4,500 hours of project management experience and to pass a 200-question exam covering the five project management processes and nine knowledge areas in PMI's PMBOK® Guide. Those without an academic degree are required to have 7,500 hours of project management experience and pass the test.

This course will teach you what you need to know and how to study to successfully answer the questions on the exam. You will learn the exam format and become familiar with its make up. In addition you will learn how to format and fill out the application to verify your project management experience.

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

- Fill out and submit a knockout application for experience verification
- Focus on the five project management processes
- Focus on the nine knowledge areas in the PMBOK®
- Focus on the professional responsibility areas in the PMI
- Make the most of your study time
- Pass the exam the first time

Project Management: (Microsoft Project) and the PC

ELECTIVE COURSE

This course, designed for project managers, project team members, and others interested in effectively planning and tracking projects, utilizes the well-known Microsoft Project software to demonstrate the value and role of the PC and project management software in the overall project management process.

Microsoft Project is a powerful, flexible tool designed to help you manage a full range of projects. This user-friendly software program gives you the power and flexibility to plan and track projects and meet your business needs. With Microsoft Project Central, the new Web-based companion product, team members can communicate and collaborate on projects across an organization and exchange project information with senior management.

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

- Build a project plan—get started by creating a work schedule
- Manage a project—easily review and analyze its progress
- Communicate project information—save your plan as an .html file and publish it to a Web server
- Get assistance while you work—help is close at hand if you need it: The Tutorial, The Project Map, Office Assistant

Advanced Project Management

ELECTIVE COURSE

This course will take participants beyond the basics of project management to explore the perfect structure, managing in the real world, controlling the big picture, and managing global projects. The focus of the program is on developing your existing skills with advanced techniques in financial analysis, scheduling, and project design. This course is taught using a combination of lecture, group exercises and instructor feedback.

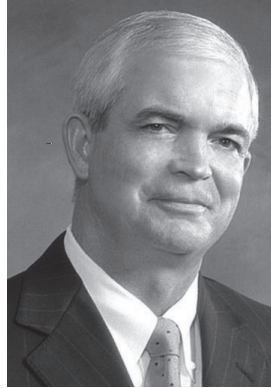
Don't miss this opportunity to enhance your project management skills to an advanced level!

Participant Takeaways WHAT YOU GET FROM THE PROGRAM

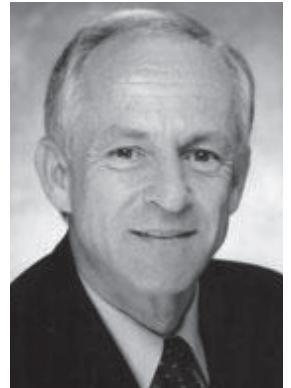
- Review of the basics
- Optimizing organizational work flow
- How to overcome barriers to project team development
- How to manage and assess risk
- Managing and assessing internal and external factors affecting project management
- Getting to the next level of project management

FACULTY

Roy Brewer's worldwide experiences in management and training have provided him with a strong practical approach for defining and delivering desired client results. Innovative needs analysis techniques and established methodology have allowed him to guide Capstone Development International clients through the difficult stages of goal definition and planning to achieve timely and cost effective programs.



Mike Levesque brings over twenty years of practical experience in the discipline of project management. Additionally, he has over ten years of classroom experience in adult education.



As a project director, Mike has successfully planned and executed projects of varying complexity with budgets in the multi-million dollar range. Applying his worldwide experiences in management and training, Mike creates practical, results-oriented approaches for defining and delivering desired client results. Innovative needs analysis techniques and established methodology have allowed him to guide leading organizations in business, industry and government through the difficult stages of goals definition, planning, and schedule analysis to achieve timely and cost effective programs. Mike's list of clients and employers includes PEMEX, J.P. Morgan Chase, Bank One, General Electric, USAF Red Horse, Nokia, Alcon Labs, National Instruments, and Brinker International.

In addition to certification as a Project Management Professional by the Project Management Institute, Mike has a Bachelor of Science degree from Regis University in Technical Management. He has an additional degree in Electronics Technology and has continued to advance his education with courses in time management, production control, inventory management, master planning, capacity planning, computer programming, ISO 9000 auditor procedures, interactive management, academic counseling, instructional systems development, and test and measurement.

In addition to certification as a Project Management Institute Project Management Professional (PMP), he has over thirty years of practical performance. His project management, information technology, organizational and strong leadership experiences highlight these skills obtained working with a variety of industries. Extensive work with international customers in Argentina, Australia, Brazil, Canada, Columbia, Costa Rica, Denmark, Ecuador, Germany, Japan, Korea, Peru, United Kingdom and Uruguay provided increased skills in projects, employee development and organizational effectiveness.

Upon completion of a Bachelor of Science from Rollins College in accounting/business and a Master of Science degree from Troy State University in management, Roy continued to advance his education. He has taken additional courses in financial auditing, computer science, information technology, mathematics, electrical engineering, systems integration, risk management, ISO 9000 auditor procedures, Regulatory Safety Compliance, instructional systems design, academic counseling, test and measurement, environmental and hazardous material transportation (HAZMAT). He has additional degrees in Avionics Technology and Instructor in Technology.

Deborah Stone is owner and principle consultant of Advantage Training Solutions, where she provides consulting services on computer applications, software conversion, instruction and application development for numerous businesses. She instructs computer courses, designs computer training manuals, and provides hands-on instructor led computer training. Mrs. Stone has held positions as Systems Analyst, Corporate Training Director, Senior Computer Science Professor, and Information Systems Manager in higher education and for major corporations. Mrs. Stone has earned degrees in Computer Science from Mississippi State University.



GENERAL INFORMATION

REGISTRATION

The registration fee for each course is \$995/person for the two day courses and \$1295 per person for the three day courses. Organizations may receive a 10% group discount if registering three or more to same course. PMI members receive a 10% discount. The fees cover the cost of instruction, handout materials, refreshment breaks and daily lunch. Lodging is not included and is the responsibility of the participant.

Prompt registration is encouraged. Participants registering less than five working days prior to conference date should do so by phone to ensure confirmation of registration.

Treasury regulations may permit an income tax deduction for educational expenses (registration fees, travel, meals and lodging) undertaken to maintain or improve professional skills.

SCHEDULE OVERVIEW

Registration check-in process will be from 8:00-8:30 a.m. on the first day of each program. Instruction will commence immediately after check in and end at 4:40 p.m. On each of the following days, instruction will start at 8:30 a.m. and last to 4:30 p.m. Lunch is from noon to 1:00 p.m.

LOCATION AND LODGING

All conference activities will be held in the Bryant Conference Center, a premier learning facility located at 240 Paul Bryant Drive on The University of Alabama campus in Tuscaloosa. During the program make plans to visit the Paul W. Bryant Museum (\$2/person) conveniently located between the Four Points Hotel and the Conference Center.

Rooms for the programs held at the Bryant Conference Center may be reserved at the Hotel Capstone. For reservations please call 800-477-2262, or logon to Hotel Capstone website

- <http://www.hotelcapstone.com/>
- Select your arrival date and departure date
- Under GROUP CODE type in CCS for your discounted group rate
- Under comments please type in the name of your group prior to completing your reservation

After registering for the program, information is available about alternative lodging accommodations within short driving distance to the Conference site.

PARKING FOR EVENTS HELD AT BRYANT CONFERENCE CENTER

From I-20/59, take the McFarland Boulevard/US 82 exit and proceed north to the University Boulevard interchange. Exit and turn right. Stay on University Boulevard down the hill and turn left on Second Avenue. Open parking will be on your left, the Bryant Conference Center complex on your right. In addition to the parking lot on Second Avenue, you may also park in the Coleman Coliseum Parking Lot, and the Bryant Drive Parking Lot. You will be able to ride a Crimson Route bus from either of these lots to Second Avenue at the Bryant Conference Center.

CANCELLATIONS AND REFUNDS

If registration cancellation is necessary, a full refund may be granted up to two weeks prior to each program's beginning date. After that date, an administrative fee equal to 25% of the registration fee (minimum \$25) will be charged against your refund. Refunds cannot be made after the program has begun, but a substitute participant may be designated.

The University of Alabama reserves the right to cancel, postpone or combine class sections; to limit registration; or to change instructors. Any money-back guarantee offered on specific programs does not necessarily apply to other programs of The University of Alabama College of Continuing Studies.

CONTINUING EDUCATION UNIT (CEU) CREDIT

Attendance recognition will be awarded to participants through issuance of the CEU Credit. The CEU (non-credit) has been designed to recognize the efforts made by individuals in approved continuing education programs. One (1) CEU will be awarded for each 10 hours of instruction. Each course offered in this brochure has been assigned the following CEUs: 1.4 for 2-day session; and 2.1 for 3-day session. CEUs will not be issued for partial attendance.

YOUR TRAINING, YOUR TIME, YOUR LOCATION

An entire program offering, or any of its components, can be tailor-made for your firm or association by The University of Alabama and presented at a site of your choice.

Save employee down-time and travel expenses by bringing the training to your facility. You maximize your investment in training plus you have the option of including your specific training needs into the standard curriculum.

Using the same University instructors and consultants, the quality and breath of integrity is maintained and literally transported to your doorstep.

This is ideal for companies that need to quickly prepare employees for changes.

Call Donna Keene now at 205-348-6513.

PROFESSIONAL DEVELOPMENT HOURS (PDH) CREDIT

Courses contained in this brochure may be applied toward the continuing education requirement for registered Professional Engineers and Land Surveyors. Please contact your state's licensing board about their rules for specific course appropriateness for your license and situation.

ADDITIONAL INFORMATION

For more information, contact Donna Keene at (205) 348-6513; or email to dkeene@ccs.ua.edu. You may write to her at College of Continuing Studies, The University of Alabama, Box 870398, Tuscaloosa, AL 35487-0398.

Touching lives. Creating opportunities.

Box 870388
Tuscaloosa, Alabama 35487-0388

Brochure ID 09911

The University of Alabama is an affirmative action/equal opportunity institution.

REGISTRATION FORM

For multiple registrations, please duplicate this form.
Please submit this entire page for your registration.

Dr. Mr. Ms. Mrs.

Name First Last M. I.

Preference on Nametag Job Title

Company/Organization Name Company Fax

Personal Business Phone Company Phone

E-mail address (please use this email as your login to our online registration system)

Confirmation Mailing Address

City State ZIP

Billing Mailing Address Attn:

Address

City State ZIP

Approving Manager

METHOD OF PAYMENT

Enclosed is a check in the total amount of \$_____ made payable to
THE UNIVERSITY OF ALABAMA.

Charge \$_____ to my credit card: Personal Business MasterCard VISA
 American Express Discover

Card # _____ Exp. Date _____

Authorizing Signature _____

This confirms my telephone registration.

This confirms my on-line registration.

REQUIRED COURSES:

Project Time and Scheduling Management
 September 15-16, 2011 Program #0509911

Project Management Overview: Principles and Techniques
 February 1-3, 2012 Program #0512912

Project Procurement and Contract Management
 March 1-2, 2012 Program #0513012

Project Tracking and Cost Management
 April 19-20, 2012 Program #0513112

Project Risk Management
 May 8-9, 2012 Program #0513212

ELECTIVE COURSES:

Advanced Project Management
 October 12-14, 2011 Program #0501212

Microsoft Project
 November 9-10, 2011 Program #0501312

PMP Exam Review
 June 13-15, 2012 Program #0513312

APPLICABLE FEE(S):

Two Day Courses:

\$995/person for each course.
 \$895/person (reflects organization 10%
discount for 3 or more persons)

Three Day Courses:

\$1295/person
 \$1165/person (reflects 10% discount for 3 or
more persons)

Optional:

\$10 CEU Certificate per each session attended

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days in advance of program date by stating your request here:

FOUR CONVENIENT WAYS TO REGISTER



Mail form and fee to:
Registration Services
College of Continuing Studies
The University of Alabama
Box 870388
Tuscaloosa, AL 35487-0388



Phone in
registration to:
(205) 348-3000
1-866-432-2015 (toll



On-line registration
available via the internet at:
training.ua.edu/project



FAX registration form to:
(205) 348-6614

FAX or phone-in registrations must have credit card number and information.