

PROJECT MANAGEMENT TOOLS AND TECHNIQUES LEVEL 1



This course is specifically designed for new project managers or those without previous formal project management training. The course provides a comprehensive overview of project management techniques so you can effectively plan, manage, and control projects based on the standards of the Project Management Institute (PMI). Theory and practical examples of these methodologies are provided in an interactive format. You gain skills that you can apply immediately on the job.

What you learn

Master basic project management skills, methodologies, and tools to enable you to prioritize your projects and workload, create realistic goals, recruit and manage high performing teams, create a work breakdown structure that makes your projects easier to manage, establish reliable project budgets and schedules, implement project tracking techniques, and create effective strategies to control the project budget, schedule, and quality. Both the technical and soft skill sides of project management are covered.

Earn PDU credits

This course qualifies for 15 Professional Development Unit (PDU) credits from PMI.

15 hours

Dates

Offered three times

#1 - Dec 4 – 5/14
Thu-Fri
8:30-4:30
CEPJ 115 C01

**Registration
recommended by**
Nov 27/14

#2 - Feb 2 – 3/15
Mon-Tue
8:30-4:30
CEPJ 115 C01

**Registration
recommended by**
Jan 26/15

#3 - May 28 – 29/15
Thu-Fri
8:30-4:30
CEPJ 115 C01

**Registration
recommended by**
May 21/15

Bookstore: (250) 561-5808
Cafeteria: (250) 561-5807
Parking: (250) 563-8430

Library: (250) 561-5811

Mon-Thurs 8:00am-4:00pm, Fri 8:30am-4:00pm
Mon-Thurs 7:30am-9:30pm, Fri 7:30am-3:00pm
All CNC parking lots are pay parking. Parking passes may be purchased from dispensers located inside the doors to each building.

Continuing Education
College of New Caledonia
3330 22nd Avenue
Prince George BC V2N 1P8
250.561.5846
1.800.371.8111

Prerequisite(s)

None

Workshop format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop. You will receive:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project manager's toolkit

Topics covered

See page 3

Our instructors

Each instructor is a working professional from industry. They are senior project managers that bring a wealth of practical experience to every workshop.

On-site training

We offer on-site training for this workshop. If you want to train 10 or more employees, we can provide your own in-house customized workshop at affordable group rates.

Textbooks required

Course materials are provided.

Fees

\$899 plus Tech Fee

To register

Visit our website at www.cnc.bc.ca/cepg/Registration
or phone the CE Registration Desk at 250-561-5801

Day 1 Technical Skills

1. *Project Management Basics*
 - The need for project management
 - What is a project
 - What makes a successful project
 - What is project management
 - The project management process
2. *Project Initiation*
 - Prioritizing your projects
 - The project requirements
 - Establishing the goals of the project
 - Risks and constraints
 - The project charter
3. *Project Planning*
 - Project scope
 - Schedule
 - Budget
 - Human resources plan
 - Risk management plan
 - Communication plan
 - Quality plan
 - Procurement plan
 - Project plan
4. *Project Execution*
 - Implementing the project plan
 - Managing the team
 - Measuring progress
5. *Project Control*
 - Monitoring the project against the plan
 - Identifying deviations from the plan
 - Taking actions to bring the project back on track
6. *Project Close-Out*
 - Client sign-off
 - Documentation
 - Lessons learned

Day 2 Soft Skills

1. *The Project Manager*
 - What makes a successful project manager
 - Project manager vs. project leader
 - Project manager's power and influence
 - Responsibility, authority, accountability
2. *Managing High Performance Teams*
 - Defining the team structure
 - Setting the roles and responsibilities
 - Selecting the right team members
 - Managing the newly formed teams
 - Team building
 - Conflicts in projects
 - Managing conflict in project teams
 - Achieving high quality decisions
 - Team communications
 - Negotiation in projects
 - Project leadership
3. *Project Management in Organizations*
 - Creating a project management process that works
 - Managing by projects
 - Incorporating project management in your business
4. *Resources for the Project Manager*
 - Project management software
 - The Project Management Institute