



University of Saskatchewan Edwards School of Business Presents...



The Project Management Course

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



**OVER 2500
Participants!**

SEMINAR DATES:

Regina: October 19 - 21, 2009

Saskatoon: November 16 - 18, 2009

“ 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

Presented by...



EDWARDS
SCHOOL OF BUSINESS
UNIVERSITY OF SASKATCHEWAN

in Partnership With...

	Project Management Institute	<p>PLUS, receive 21 PDUs towards your PMI® Continuing Certification Requirements when you take <i>The Project Management Course</i>. The Schulich Executive Education Centre is a PMI Registered Education Provider</p>
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The Project Management Course

Limited Seating. Book Early!

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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 ESB Personnel at 306-966-8443 or visit www.edwards.usask.ca/programs/bas for more information.



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)

Successful Task Sequencing

- Definition of task dependency
- Fast-tracking – overlapping phases
- Task diagramming techniques

Project Estimating

- What are we estimating?
- 5 estimating techniques

Critical Path Analysis

- How do we use the critical path in managing projects?
- Early start and late start scheduling using software
- Crashing the schedule

Resource Planning and Budgeting

- Identifying required skill sets
- Negotiating for and assigning resources
- Verifying effort and duration estimates

Project Risk & Quality Management

- Risk and the project life cycle
- Identification, quantification, response development & control
- Quality concepts
Project Monitoring, Control & Evaluation
- PM control interfaces
- Monitoring time, cost, scope and quality
- Manage project meetings

Leadership Skills in Action

- Leadership vs. management
- Motivational and communications strategies
- Negotiation strategies

Project Close-outs

- How to ensure projects are closed and archived properly

“ 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.

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.



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The Project Management Course

In Partnership With



3 WAYS TO REGISTER

Enjoy Our 100% Satisfaction Guarantee!



ON-LINE
at our web site:
www.edwards.usask.ca/programs/bas



FAX your
registration to
(306) 966-2515



MAIL to Edwards School of Business, Room 86, 25 Campus Dr, Saskatoon, SK S7N 5A7

YES! please register me for: **Regina: October 19 - 21, 2009**
 Saskatoon: November 16 - 18, 2009

FRAMED CERTIFICATION



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

Comprehensive Take-Home Materials



Name (Mr) (Mrs) (Ms)

Title Email

Organization # of Employees

Address City

Prov. Postal Code Fax

Bus. Phone Home Phone or Cell

Primary Product / Service:

Authorizing Manager's Name Title

Email Telephone

Are You A Canadian Citizen: Y / N Do You Hold Any Other Citizenship: Y / N

Other Offerings from Edwards School of Business

Masters Certificate in Project Management

Regina:
Sep. 25, 2009 - Feb. 13, 2010
Saskatoon:
Oct 28., 2009 - Mar. 6, 2010

Masters Certificate in Business Analysis

Saskatoon and Regina:
Oct. 28, 2009 - Mar. 13, 2010

Visit us online for more information:
edwards.usask.ca/programs/bas

COURSE TUITION & DETAILS

Program tuition: \$1595.00 + 79.75 (GST) = \$1674.75. This includes instruction, all seminar materials, lunches, refreshments, but not hotel accommodations.

Please Note: Fees, dates and speakers are subject to change. Edward's liability is limited to reimbursement of paid tuition fees. One free transfer is permitted, provided written notice is received at least 14 days in advance of the seminar start date. Late transfer requests, less than 14 days in advance of the start date, will incur a \$100 fee. Additional transfers are \$200 each. Cancellations received in writing at least 14 days in advance of the seminar start date will receive a full refund. Written cancellations received less than 14 days prior to the seminar will be subject to a \$500 administration fee. Non-attendance will incur full seminar tuition cost. GST#11927 9313 RT0001.

Call us at (306) 966-8686 or email: bas@edwards.usask.ca

COURSE LOCATION(S)

Regina Session: October 19 - 21, 2009 8:30 - 5:00 each day Regina Inn 1975 Broad Street Regina SK S4P 1Y2	Saskatoon Session: November 16 - 18, 2009 8:30 - 5:00 each day Sheraton Cavalier 612 Spadina Cres E Saskatoon, SK S7K 3G9
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Please make cheque payable to:
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