

Project Management Fundamentals March 24 & 25, 2020 at the NETC Campus North Bay Ontario

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments, and to get that additional job done well, done under budget, and done on time.

This two-day workshop is not intended to take participants from a supervisory or administrative position to that of a project manager. However, these topics will familiarize them with the most common terms and practices in terms of working on projects.

What Will Students Learn?

- ✓ Describe what is meant by a project
- ✓ Explain what project management means
- ✓ Identify benefits of projects
- ✓ Identify the phases of a project's life cycle
- ✓ Sell ideas and make presentations related to pitching a project
- ✓ Prioritize projects
- ✓ Begin conceptualizing your project, including goals and vision statements
- ✓ Use project planning tools
- ✓ Contribute to creating a Statement of Work

What Topics are Covered?

- ✓ Defining projects and project management
- ✓ The role of a project manager
- ✓ How can projects help me?
- ✓ A project's life cycle
- ✓ Selling a project
- ✓ Creating a vision
- ✓ Project goals
- ✓ Using a target chart
- ✓ Preparing your project
- ✓ Laying out the project

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Pre-Registration Information

Yes! I would like to attend **Project Management Fundamentals!** Sign me up for the following session:

North Bay Ontario: March 24 & 25, 2020

Online: Registration Link:

<https://nativetc.com/website/education/registration/>

- All workshops are from 10:00 a.m. until 3:00 p.m.
- Cost: \$485.00 per person, plus applicable taxes.
- Prices and dates are subject to change.

Your Information

Name: _____

Position: _____

Organization: _____

Telephone: _____

E-mail Address: _____

Mailing Address: _____

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