



**Schulich**  
School of Business  
Executive Education Centre

Register for  
an Upcoming  
Session:

# The Project Management Course

## Plus Optional Standalone Workshop: Using Microsoft Project®

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

### Course + Workshop

Mar. 16 - 18, 2020 +  
Mar. 19 - 20, 2020

Aug. 17 - 19, 2020 +  
Aug. 20 - 21, 2020

### Our Participants Say it Best:

*"This was a great overview of project management. I'm confident that with the skills I've learned in this course, my next project will be a success."*

**C. Bartello,**  
Planogram Analyst,  
LCBO

*"Incredible amount of knowledge was impacted in the most effective and efficient teaching manner!"*

**G. Matthew,**  
Manager,  
WSIB

*"The course offered valuable information to develop a meaningful, practical, clear and successful project. Careful attention was given to delivering on time, in budget, as per the scope defined."*

**F. Bagley, Co-ordinating Superintendent,**  
Director's Office,  
York Catholic District School Board

### SEEC Moments of Insight include:

Ideal for every project leader, manager or supervisor who is responsible for executing new organizational initiatives.

Learn a comprehensive project planning and review process, and software tools to support everyday project management activities.

The Microsoft Project Workshop goes in-depth on how to use the software to support you in managing your projects.



Register Today / Complete Details

<http://seec.online/12302>



**Schulich**  
School of Business  
Executive Education Centre



35 PDUs\*

# The Project Management Course

Over 2500 participants from all sectors and disciplines have attended!

Plan, execute, monitor, control, and close all types of projects – on time and on budget.

A project is a unique undertaking that creates a desired result. It contributes to one or more organizational objectives while achieving both project and product objectives. The five project management process groups, (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) provide a comprehensive and practical view of an entire project from beginning to end.

The course provides a **solid grounding in project management processes while recognizing the often-neglected human side of project management**. This is an ideal overview for anyone who is looking for a **practical approach to managing projects**. Participants love the step-by-step approach, and the numerous techniques and templates that are included.

## Top Take-Aways

1. Learn essential PM terminology that will enable you to communicate effectively with your peers
2. Understand the project life cycle
3. Break the work down into more manageable components
4. Manage the key constraints of time, cost, and scope
5. Identify and analyze project risks
6. Perform a stakeholder scan and understand key stakeholder roles and responsibilities
7. Establish and use the proper communication channels
8. Learn what key information to collect for status and progress meetings
9. How to closeout your project, gather lessons learned and implement best practices on future projects

## Who Should Attend

This course and workshop are vital for people involved in project work within public, private, and non-profit sectors, including but not restricted to:

- 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

## Overview of Program Content

SEEC's highly-rated *The Project Management Course* teaches a comprehensive, integrated methodology applicable to projects across all sectors. **To see the detailed program content associated with each of the topics outlined here, please visit our website at the URL below.**

### Project Management Process Groups

#### Project Selection, Initiation and Team Formation

#### Project Scope Planning and Work Breakdown

#### Successful Task Sequencing

#### Project Estimating

#### Critical Path Analysis

#### Resource Planning and Budgeting

#### Project Risk and Quality Management

#### Project Monitoring, Control and Evaluation

#### Leadership Skills in Action

#### Project Close-outs

To see complete course content, visit us online at the URL below!

**The Project Management Course**



<http://seec.online/12487>



#### \*21 PDUs Program (Technical) + 14 PDUs Workshop (Technical)

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# Using Microsoft Project® Workshop

Featuring  
Microsoft  
Project 2016  
(MS Project 2013,  
and 2019 are  
welcome in class)

## Learn the software tools to support all your everyday project management activities.

Your projects just got a lot easier to manage thanks to our Microsoft Project software training workshop. This workshop format is **ideal for managers and staff who are looking to improve their skills in using project management software.** You will be led through practical exercises which illustrate the many software features. The workshop covers tangible management issues including:

- Setting up a project
- Scheduling and assigning tasks
- Allocating costs and resources
- Tracking progress
- Generation of critical paths
- Human resource planning
- Resource over allocations
- Consolidating multiple projects

Don't miss this interactive workshop – you will wonder why you didn't learn these project planning techniques and software skills earlier!

## Overview of Program Content

See **complete program content** at  
<http://seec.online/12027>

### Exploring the Microsoft Project Environment

- The project and project lifecycle
- The project guide toolbar, sidepane/smart tags
- The Gantt Chart view

### Setting Up a New Project

- Defining a project calendar
- Entering project information
- Establishing calendar options

### Developing the Work Breakdown Structure

- Work breakdown terminology and formats
- Collapsing, expanding, and editing the task list

### Establishing and Fine Tuning the Project Schedule

- Creating task dependencies and critical paths
- Using flexible and inflexible constraints
- Resolving scheduling conflicts

### Understanding Resources and Cost Management

- Factors affecting resource management
- Defining resources types and creating a resource list (people and equipment)
- Defining costs: fixed, variable and material

### Managing Consolidated Projects

- Sharing a resource pool among multiple projects
- Creating a master project file
- Viewing resource assignments across multiple projects

### Tracking Progress and Producing Reports

- Setting baselines for projects or tasks
- Updating projects tasks and project status
- Viewing reports and customized tables

## Top Take-Aways

1. How to set-up a project on your system
2. How to follow Microsoft Project menus and toolbars
3. Establishing project schedules and work-breakdown structures
4. How to update your projects, tasks and allocate resources
5. How to track and update progress on your project
6. How to consolidate multiple projects

## Workshop Requirements

Please bring your laptop computer with **Microsoft Project 2016 Standalone version** pre-loaded (Microsoft Project 2013, and 2019 are welcome in class). Basic computer skills are required.

To see complete course content, visit us online at the URL below!

**Using  
MS Project  
Workshop**



<http://seec.online/12487>

**Don't miss the course and workshop – the skills will last you a lifetime!**

Literally, hundreds of managers attend The Project Management Course and Workshop each year – **from all business disciplines** including: operations, systems, manufacturing, marketing and corporate planning.



*Learning shouldn't stop at the end of your formal education in high school or university.*

Because few of us have the same job for life, we constantly have to re-invent ourselves, learn new skills and adapt to the changing marketplace and business environment. Today's professionals and executives must be able to quickly develop and fine-tune personal business skills to adapt and grow.

The Schulich Executive Education Centre is a strategic business unit of the Schulich School of Business at York University in Toronto. Our role within the school is to provide lifelong learning for the development of professionals and executives long after their full-time education has been completed and they are in the work force.

**All SEEC Programs Feature:**

**Just-in-Time Learning for Immediate Application**

Executive and Professional Development at Schulich is focused, practical and immediately applicable to the skills you need and the task at hand. Select from a wide variety of relevant management topics at SEEC today, and use the new skills and techniques you learn at the office tomorrow.

**Advanced Curriculum Structure**

Our programs combine a variety of modalities to ensure optimal program effectiveness, relevance and retention for adult learners. They include mini-cases, break-out sessions, simulations, role-playing and other interactive events to reinforce the concepts being taught.

**Outstanding Faculty**

Our accomplished faculty is drawn exclusively from both practitioners and academia, and each is an acknowledged leader and innovator in their field. Their professional activities, research and work experience allow them to bring a wealth of insight and cutting-edge knowledge to the program.

**Risk-Free Learning**

SEEC Open Enrolment programs come backed with a 100% satisfaction guarantee.



**A Lasting Memento**

Participants receive a handsomely framed Certificate of Course Completion.



**Upcoming Sessions, Locations, & Fee**

**The Project Management Course**

Mar. 16 - 18, 2020 (Nadal Management Centre)  
Aug. 17 - 19, 2020 (Executive Learning Centre)  
\$2,950 + applicable taxes

**Using Microsoft Project Workshop**

Mar. 19 - 20, 2020 (Nadal Management Centre)  
Aug. 20 - 21, 2020 (Executive Learning Centre)  
\$2,250 + applicable taxes

**Course + Workshop:**

\$4,700 + applicable taxes SAVE \$500!

**Locations:**

Schulich Executive Learning Centre  
York University, 4700 Keele Street, Toronto

The Miles S. Nadal Management Centre  
222 Bay Street, 5th Floor, Toronto

**Program Registration Details**

**Programs run** 9:00 a.m. - 4:30 p.m. each day. Program fee includes instruction, all seminar materials, lunches, refreshments, but not hotel accommodations.

**Special Team Savings:** Save \$150 each when two or more team members from the same organization register for this program at the same time.

**Please Note:** Fees, dates, speakers and applicable taxes are subject to change. SEEC's liability is limited to reimbursement of paid tuition fees. One free transfer is permitted, provided written notice is received at least 15 days in advance of the seminar start date. Late transfer requests, less than 15 days in advance of the start date, will incur a \$100 fee. Additional transfers are \$200 each. Cancellations received in writing at least 15 days in advance of the seminar start date will receive a full refund. Written cancellations received less than 15 days prior to the seminar will be subject to a \$500 administration fee. Participants must attend all program days and fulfill all program requirements in order to receive a certificate. Complete registration details at [seec.online/FAQ](http://seec.online/FAQ). HST# R119306736.

**Optional Accommodation**

To enhance your learning experience, participants receive a special corporate rate at the Schulich Executive Learning Centre Hotel (for programs held at the Schulich Executive Learning Centre), and area partner hotels (for programs held at The Nadal Management Centre). For details, please visit the **Contact and Locations** section of our website.

**Contact Us**

For program content and administrative inquiries, please call us at 416.736.5079 (1.800.667.9380 toll free), or email us at [execedinfo@schulich.yorku.ca](mailto:execedinfo@schulich.yorku.ca).

