The Project Management Course

Plus Optional Standalone Workshop: Using Microsoft Project®

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

SEEC Moments of Insight include:

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

Comprehensive learning of key processes from planning to close-out of projects, in a practical, easy to understand format.

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

Register Today / Complete Details
https://seec.online/12670

Course + Workshop
March 22 - 24, 2021 + March 25 - 26, 2021

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
The Project Management Course

Plan, implement, track, and close projects - on time and on budget.

A project is a temporary undertaking, that delivers a desired and unique deliverable. It provides value to the organization, while achieving both product and project objectives. Develop a thorough understanding of the critically important processes that contribute to successful project management. Receive numerous tips and templates that will assist you in the workplace.

This course provides a solid grounding in those critical project processes, and is an ideal overview for anyone looking for a practical approach to managing projects. In addition, we discuss the often misunderstood human side of project management, as well as how the business environment impacts project decisions. Participants will benefit from a step-by-step approach, lively discussions and group breakout sessions. This allows them to observe, first-hand, how these processes can be applied to different types of projects, from small to large, and across different industries.

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

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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 Processes

Project Selection and Approval

Scope Planning and the Work Breakdown Structure

Task Sequencing and Project Estimating

Stakeholder Engagement, and Essential Communications

Critical Path Analysis

Resource Planning and Budgeting

Project Risk and Quality Management

Project Monitoring, Control and Evaluation

Leadership Skills in Action

Project Close-out

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

The Project Management Course

https://seec.online/12670
Using Microsoft Project® Workshop

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!

Features:
- Microsoft Project 2016
- Microsoft Project 2013 and 2019

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

Using MS Project Workshop

https://seec.online/12670

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.

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.

Register for the upcoming session: July 23 - 24, 2020
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
July 20 - 22, 2020 (Executive Learning Centre)
March 22 - 24, 2021 (Nadal Management Centre)
$2,950 + applicable taxes

Using Microsoft Project Workshop
July 23 - 24, 2020 (Executive Learning Centre)
March 25 - 26, 2021 (Nadal Management 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 program 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. 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 (1.800.867.9380 toll free), or email us at execedinfo@schulich.yorku.ca.

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