



Schulich
School of Business
Executive Education Centre

Virtual
Classroom
Format

Redesigned
to deliver even
more value in an
**engaging and
interactive online
format!**

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 for
an Upcoming
Session:**

Course + Workshop

July 20 - 22, 2020 +
July 28 - 30, 2020

March 22 - 24, 2021 +
March 29 - 31, 2021

New Online Format!

The Project Management Course, virtual classroom training, restructures the traditional three day in-class program with both live instructor led virtual components, and pre-recorded videos that will be viewed by participants at strategic points before and during the virtual instructor led components.

Limited homework will be required for pre-recorded video viewing, and work required on participant's own projects. The restructuring allows the instructor led sessions to concentrate on more challenging concepts, as well as discussions, polls, breakout groups, and application of key learning concepts.



35 PDUs

Register Today / Complete Details

<https://seec.online/12889>



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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.**

Thousands of participants from all sectors and disciplines have attended!

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.

Course Objectives

- Learn the critical components of successful project management
- Turn theory into practical application
 - Key learning points - Applied to a select project in class (groupwork)
 - Key learning points - Applied to participant project (limited homework)
- Understand the 6 critical documents
- Share experiences

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

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

Course Schedule

- Morning session (10:00 am - 12:00 pm)
- Lunch Break (12:00 pm - 1:00 pm)
- Afternoon session (1:00 pm - 3:00 pm)

Course Structure

Course Introduction

Pre-recorded

Project Framework

Pre-recorded

Definitions, Knowledge Areas, Process Groups

Pre-recorded

Roles and Responsibilities

Pre-recorded

Business Requirements/Initiation

Instructor Led

Project Requirements

Instructor Led

Work Requirements

Instructor Led

Building the Schedule

Instructor Led

Quality and Resources

Instructor Led

Project Risk

Instructor Led

Stakeholders Communication

Instructor Led

Costs

Pre-recorded

Project Execution

Pre-recorded

Monitoring and Controlling

Instructor Led

Project Close-out

Instructor Led

One follow-up 2-hour session for open discussion and review

Instructor Led (Timing and details to be confirmed in class)

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

Course Objectives

- Enable participants to be comfortable in the Microsoft Project Environment as defined in the course structure, including
 - Setting up a project
 - Building a schedule
 - Adding and managing resources
 - Managing costs
 - Managing and tracking the project
 - Reporting
 - Project consolidation
- Ensure common pitfalls and mistakes are avoided, that could hinder the management of your project and your resources.

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

Featuring
Microsoft
Project 2016

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

Participant Requirements

Participants must have Microsoft Project 2016 pre-loaded on their laptops or PC's before class (Microsoft Project 2013 and 2019 are welcome). If you are downloading for the first time, it is likely that you will have to download Microsoft Project 2019. This can be done through the Microsoft website or alternative of your choice. Ensure your application is the STANDALONE version of Microsoft Project. DO NOT choose the Office 365 project plan versions (i.e. Plan 1, 3, 5 etc). Mac computers may have different keystrokes, and participants would take responsibility for knowing the commands.

Course Schedule

- Morning session (10:00 am - 12:00 pm)
- Lunch Break (12:00 pm - 1:00 pm)
- Afternoon session (1:00 pm - 3:00 pm)

Course Structure

All sessions for this course are live instructor led sessions in the Virtual Classroom.

Introduction

Project Environment

Setting up a Project

Developing the Work Breakdown Structure

Defining the Project Schedule

Refining the Project Schedule

Resource Management

Views, Filters, Tables

Managing Project Costs

Resource Conflicts

Managing and Tracking Projects

Printing Views and Reports

Multiple Project Consolidation (Demonstration)

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

Get the whole picture.

Preview complete course content and instructor bio online.

Complete Details / Register Today

<https://seec.online/12889>

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, college 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 & Fee

The Project Management Course

July 20 - 22, 2020 (Online)
March 22 - 24, 2021 (Online)

\$2,950 + applicable taxes

Using Microsoft Project Workshop

July 28 - 30, 2020 (Online)
March 29 - 31, 2021 (Online)

\$2,250 + applicable taxes

Course + Workshop:

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

Program Registration Details

Program fee includes instruction and all seminar materials.

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. HST# R119306736.

Complete Registration Details

See: seec.online/FAQ

Technical Requirements

See: seec.online/techreq

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 exceedinfo@schulich.yorku.ca.

