



**Schulich**  
School of Business  
Executive Education Centre

Featuring two  
unique learning  
options to suit  
your needs!



**Online**  
Virtual  
Classroom

**1** Take the stand-alone 3-session program to learn...

# Foundations of Project Management

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

**2** Or dive deeper and combine it with the additional 3-session workshop...

# Using Microsoft Project®

*Expertly use the software to support you in managing your projects.*

Please see website for upcoming session dates.

This Virtual Classroom project management course features both live, instructor-led virtual components, as well as pre-recorded videos that will be viewed by participants at strategic points before and during the sessions.

Limited homework will be required for pre-recorded video viewing and work required on participants' own projects. This course structuring allows the facilitator to concentrate on more challenging concepts, as well as discussions, polls, breakout groups and the application of key learning concepts.

## Who Should Attend

This course and workshop are vital for people involved in project work within public, private, and non-profit sectors, including:

- 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



35 PDUs

Register Today / Complete Details

<https://seec.online/13234>



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## 3-Session Stand-alone Foundations Program

### Foundations of Project Management

Foundations of Project Management is a 3-day program where you will learn how to **plan, execute, monitor, control and close all types of projects – on time and on budget.** It is applicable to projects across all sectors.

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.

#### Learning Outcomes

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. How to closeout your project, gather lessons learned, and implement best practices on future projects

#### Overview of Topics

- Project Management Process Groups
- Project Selection, Initiation & 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

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## 6-Session Program Includes the Workshop...

### Using Microsoft Project

**Learn the software tools to support all your PM 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 a wide range of tangible management issues.

#### Learning Outcomes

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.

#### Overview of Topics

- Exploring the Microsoft Project Environment
- Setting Up a New Project
- Developing the Work Breakdown Structure
- Establishing and Fine-Tuning the Project Schedule
- Understanding Resources and Cost Management
- Managing Consolidated Projects
- Tracking Progress and Producing Reports



### Register Today!

**Upcoming Dates: Please see website.**

#### Foundations of Project Management

Registration: \$2,950 + applicable taxes

- 3 sessions delivered over 3 days (10:00 am - 3:00 pm)

#### Foundations of Project Management + Using Microsoft Project

Registration: \$4,450 + applicable taxes

- 6 sessions delivered over 6 days (10:00 am - 3:00 pm)

#### Complete registration details:

[sec.online/FAQ](http://sec.online/FAQ)

#### Technical Requirements:

[sec.online/techreq](http://sec.online/techreq)

#### 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**

*"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**

#### Get the whole picture.

Preview complete course content and instructor bio online.

**Complete Details / Register Today**

<https://sec.online/13234>

Tel.: 416.736.5079 | 1.800.667.9380  
or email [execedinfo@schulich.yorku.ca](mailto:execedinfo@schulich.yorku.ca)