Discover Project Management
… practical and effective management techniques for the successful manager

Grasp Project Management Fundamentals

The Introduction to Project Management 2-day course is designed to give new project managers and project team members the essential tools they need to deliver successful projects on time and on budget. The course covers the complete project life cycle, from initial project proposal and definition, through project implementation, and finally to the often neglected project completion phase.

This course is made up of short lectures, definitive case histories, role plays and theory joined with the latest real life experience. There are small, focused discussion groups that will challenge you, non-traditional assignments that will cause you to question your preconceptions and plenty of learning-by-doing.
Introduction to Project Management

Who Should Attend

The Introduction to Project Management course is ideal for those in any industry or sector who are working on projects. You do not need a university degree to attend. Past participants have included:

- New managers and project managers
- Those undertaking unique projects
- Corporate department heads
- Property developers and realtors
- Senior executives with business planning responsibilities
- Systems, manufacturing and operations personnel
- Engineering professionals
- Technology and research managers
- Event managers

What You Will Learn

1. Identify and select projects
2. Establish a project framework to complete the project
3. Develop a project charter (authorization)
4. Develop a project plan
5. Develop a communication plan
6. Identify project risk and mitigation strategies
7. Manage a routine project

What Participants Say:

“Great learning experience at a good pace. Instructor was knowledgeable and engaging.”

Jennifer MacMillan, Program Manager, Island Medical Program

“An outstanding instructor. He was very engaging and provided an excellent mixture of “listening” and “doing” opportunities.”

Hazel Prince, Instructional Designer, Island Health

“Great introduction to project management.”

Trevor Gregson, Production Manager, Pacific Energy

Increase your project management confidence
1. Project Management Fundamentals

What are projects? Why do we do them? In this module, discover the art and science of project management.

- What is project management and why is it valuable?
- Project constraints
- Critical success factors
- Project lifecycles
- PM knowledge areas
- PM processes
- Project organization and roles

2. Project Initiation

Defining the “what” and “why” of a project is the first step to success.

- Preliminary scope statement
- Identifying objective
- Requirements, assumptions and constraints
- Project steward: manager or leader?
- Establish project vision
- Project charter

3. Project Planning

Processes and tools to mature the project scope, develop the PM plan and identify and schedule activities.

- Detailed scope statement
- Work Breakdown Structure
- Network diagrams
- Critical Path Method
- Scheduling

4. Project Execution

Once the plan is established, it’s time to execute to achieve the project objectives.

- Risk identification and analysis
- Risk prevention and mitigation
- Communications management
- Stakeholder identification and assessment

5. Monitoring and Control

Processes for tracking, reviewing and regulating the progress and performance of the project, including implementing changes as needed.

- Change control
- Earned Value
- Status Reporting

6. Project Closing

Processes performed to finalize all activities across all Process Groups to formally close a project or phase.

- Close out activities
- Knowledge management
- Close out report

7. Change Management

Projects by their very nature create change, and experience change as they progress, requiring managers that can lead and be responsive.

- Project and change integration
- Human reactions to change
- Planning organizational change
- Making change sustainable

8. Simulation and Course Review

Participants will work in teams to put the knowledge and tools from the previous modules into practice on a simulated project. A course review will wrap up the two days.

In-Company Training

This and all UVic executive programs can be delivered on-site or customized for your group’s needs. Please email your custom program enquiry to epcoord@uvic.ca. For more information call 250.721.6429.

Instructor Profile

Dr. Dale Christenson

Dr. Dale Christenson, president of the Project Management Centre of Excellence Inc., specializes in project management training and consulting. Dale is a Certified Management Consultant and Project Management Professional. He combines an extensive academic background with real-world expertise in the areas of program and portfolio management, organizational development, change management and critical project success factors. He’s held various project management leadership positions in the public and private sectors.
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Upcoming Sessions:
Sept. 3 - 4, 2019
Victoria
Sept. 5 - 6, 2019
Vancouver

Course Tuition & Registration Details
Program Tuition: $1,195 + GST. This includes instruction, all seminar materials, lunches and refreshments.

Please Note: Fees, dates, speakers and applicable taxes are subject to change. UVic's liability is limited to reimbursement of paid tuition fees. Cancellations received in writing at least 21 days in advance of the seminar start date will receive a full refund. Written cancellations received less than 21 days prior to the seminar will be subject to a $200 administration fee. Nonattendance will incur full seminar tuition cost. Participants must attend all program days and fulfill all program requirements in order to receive a certificate/record of completion.

Call us at 250.721.6429 or email: eisted@uvic.ca

Payment Options
UVic accepts Visa, MasterCard, American Express and cheques.

Please make cheques payable to: University of Victoria

and mail to:
Executive Programs, Gustavson School of Business, University of Victoria, PO Box 1700 STN CSC, Victoria, BC V8W 2Y2

Program Locations
Your course will run 9:00 a.m. to 4:30 p.m. each day at the following facilities:
Vancouver Island Technology Park #2201 - 4464 Markham Street Victoria, British Columbia V8Z 7X8
Deeley Exhibition and Conference Facility
1875 Boundary Road Burnaby, British Columbia V5M 3Y7

Optional Accommodations
Call UVic Executive Programs at 250.721.6429 for the UVic Gustavson corporate rate.

How to Register
Register Online at execprograms.uvic.ca/intro2pm

Includes a framed Record of Completion. This and all UVic executive programs allow you to:

- Rapidly update your education to an executive level in areas key to your success
- Link theory to practice with a hands-on, action-based learning curriculum
- Enjoy immediate ROI through application of your learning right away
- Share experiences and knowledge with other professionals in limited-size classes
- Leverage the expertise and insight of industry savvy, real-world instructors
- Network among graduating colleagues to develop lasting business friendships
- Save 10% per registrant with a group registration (3 or more people from the same organization registering at the same time)

Experience The University of Victoria Learning Difference...

State-of-the-art learning facilities
World class faculty and instructors
Comprehensive take-home materials