

## PROJECT MANAGEMENT: FUNDAMENTALS

This one-day program has consistently been reviewed as the perfect fit for participants who wish to build awareness and improve productivity. Teams, tasks and budgets are difficult to keep under control in a high pressure project-based work environment. Drawing from the “Body of Knowledge” (PMBOK), established by the Project Management Institute, this one-day program will build awareness and practical skills in the management of projects of all sizes.

### Objectives:

- Develop a workable, editable plan
- Integrate and understand the five phases of project management
- Utilize PMI, PERT, Critical Path, Gantt charts
- Understand where projects can fail
- Learn risk and scope
- Plan for emergencies and contingencies
- Demonstrate leadership and encourage productive participation
- Understand budget and resource allocation
- Learn how to estimate time and cost
- Maintain control of your project plan through the use of project management tools as well as the newest social media applications.

Participants will understand project management concepts and the roles within project teams. This program is designed for all levels of accountability, as teams, tasks, deadlines and budgets are discussed to keep high pressure project environments under control.

Experiential learning takes place in an environment that encourages networking and sharing with similar business

Fundamentals	Fall 2019
<b>Program Outline:</b> In-class Workshop	<b>Date:</b> November 19, 2019

### DID YOU KNOW?

**Canada-Ontario Job Grant (COJG Funding)** Continuous Learning is an accredited training provider under the terms of COJG program which provides financial assistance to private and non-profit employers to offset the cost of providing training to new or current employees. For links to the COJG website visit: <https://ontariotechu.ca/continuouslearning/about-us/canada-ontario-job-grant.php> .

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