



PROJECT MANAGEMENT WORKSHOP

PLAN, SCHEDULE, AND CONTROL YOUR PROJECTS

One of the key organizational strategies to saving money and satisfying customers in troubled economic times is successful project management. To stay competitive today, businesses need to manage project work on time and on budget, while continuing to perform project scope in order to meet and exceed customer expectations.

COURSE DESCRIPTION:

This two-day workshop will provide the knowledge, tools, and templates necessary to assist participants in achieving project success. This workshop will provide a standard but adaptable approach to implementing projects throughout organizations. An experienced project management professional will provide participants with dozens of strategies and tips for managing a variety of projects effectively.

Upon successful completion of this workshop, participants will understand appropriate terminology which will assist them in communicating clearly with stakeholders and team members. In addition, participants will learn to carry out the following activities:

- Plan a project from start to finish
- Maintain and control time, scope, cost, and quality
- Understand roles and responsibilities of key stakeholders
- Develop a work breakdown structure
- Establish a risk response plan
- Develop a communications plan
- Execute the project
- Monitor and control the project
- Take the necessary steps to close the project

* Receive 14 PDUs toward your PMI® certification requirements.

Facilitator: Sandra Martyn PMP – Sandi has more than 25 years experience in managing projects, and more than 20 years in training several courses in project management. Her scope and expertise include projects in almost every industry. She has a reputation for excellence in planning and executing projects, building strong, cohesive teams, and knowing how to adapt a methodology to different types of projects.

Register today!

Saint John Trade & Convention Centre
2 Day Workshop
Fee: \$1,025.00 + HST

- June 15 – 16, 2011
- September 26 – 27, 2011

For more information visit www.unb.ca/saintjohncollege/pdc
Call: 1-888-648-5975 Email: pdc@unb.ca

SAINT JOHN COLLEGE

AT THE UNIVERSITY OF NEW BRUNSWICK
ENGLISH LANGUAGE TRAINING & PROFESSIONAL DEVELOPMENT



Professional Development Program Registration

Program Title _____ Date(s) _____

PARTICIPANT INFORMATION

Please complete this section in full. Print clearly. * Indicates mandatory field.

*Last Name _____ *First Name _____ Middle Name _____

Male Female *Email _____ Alternate Email _____

Organization _____ Title _____

Work Address _____ City _____ Province/State _____ Postal/Zip Code _____

*Home Address _____ *City _____ *Province/State _____ *Postal/Zip Code _____

Work Phone (_____) _____ Fax _____

*Home Phone (_____) _____ Fax _____

Have you ever taken a UNB course? Yes No Student ID # _____

Do you have any special needs or requirements that we should be aware of? Please advise.

UNB, Saint John College is committed to protecting the personal information of our participants. The information collected on this registration form will be used solely by UNB, Saint John College to create or update your permanent student record. By completing this form you are agreeing to provide information for this purpose. UNB, Saint John College would like to use your contact information to send you notification of UNB, Saint John College's future programs and seminars. Do you agree to the collection and use of this information? Yes No Please initial: _____

OFFICE USE ONLY

Amount Processed _____ Receipt No. _____ Date Processed _____ External Invoice Attached? Yes No

Discount Amount _____ Processed By _____ Program Code _____

PAYMENT METHOD

Full registration payment is due in advance of program start date to complete the registration process. Please indicate your method of payment.

Cheque (payable to University of New Brunswick) Money Order (payable to the University of New Brunswick)

Electronic Funds Transfer (Only available if your organization processes its accounts payable via electronic transfer with UNB.

Registration form must be faxed prior to transfer. Participant name must be referenced on electronic transfer.)

Invoice or Purchase Order (UNB requires a copy of an official purchase order or a letter of authorization on organization letterhead.)

Visa American Express Mastercard

Card # _____

Cardholder Name _____ Expiry Date (MM/YY) _____

Signature _____ Total Amount (including HST) _____

MAIL

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FAX (506) 648-5930

WITHDRAWAL/REFUND POLICY

Participants wishing to withdraw from a seminar must do so in writing to UNB, Saint John College Professional Development Center. A 100% refund of the tuition fee less a \$50 administration fee will be issued if requested 30 days prior to the start of the seminar. The tuition fee is payable and non-refundable 29 days prior to the start of the seminar. Participant substitution may be made at any point prior to the start date of the seminar. For seminars that require advance readings and/or assessment preparation, payment must be received before material can be sent to you. Cost for non-returned resource materials and/or completed assessment tools are non-refundable. UNB, Saint John College reserves the right to cancel any seminar.