

Is the PM 101 Tools and Techniques Course right for you?

PM 101 is designed exclusively for:

- **Project managers** who want to fine tune their techniques for planning and controlling projects.
- **Project sponsors** and other key stakeholders who want deeper decision-making expertise.
- **Team members/leaders** (including technical and support staff) who want to better improve their project management knowledge and skills.

Why has this course been so successful?

Focus on practical skills. The PM 101 Tools and Techniques Course effectively combines a focus on hard skills – i.e. scope definition, task analysis, estimating, scheduling, organization and risk analysis – and soft skills such as evaluating performance, communicating effectively, influencing decisions, managing conflict, negotiating and working with global teams.

Focus on your goals. The course has helped past participants become more effective at managing projects because of its practical “real-life” content and fun, interactive format.

Project Management 101 Tools and Techniques Course

Topics covered

The course covers the entire scope of effective project management and the knowledge areas including:

**professional responsibility,
foundation concepts,
initiating,
planning,
executing,
controlling and
closing.**

Why is this course different from other courses?

All participants receive two additional months of e-mail support for course content and/or general Project Management issues from Logixsource’s Senior Operations Project Leader Heather Cartwright, PMP® – after the course is completed.

Hundreds of participants have taken this course to strengthen their skills, achieve better project results and in anticipation of taking certification preparation courses. Among the organizations that have sponsored employees are: Proctor & Gamble, CSA International, Bell Canada, Sun Life and several other Canadian Fortune 500 companies.

What You Will Do on Day One

Focus on establishing a strong foundation. On *Day One*, you will review Project Initiating and Planning.

Initiating. You will review tools to help you better: Conduct Needs Assessments; Set Project Selection Criteria; Identify Core Assumptions and Constraints; Establish Measures of Success; Identify Critical Success Factors; Define Scope; and Create Project Charters.

Planning. You will review techniques to improve your skills at: Developing a WBS; Sequencing Tasks, Clearly Defining Roles and Responsibilities, Setting Realistic Milestones; and Scheduling.

What You Will Do on Day Two

Planning through Executing. On *Day Two*, you will complete the module on planning and begin focusing on ways to successfully execute projects.

Planning (continued). You will be working with tools that will help you: Assess and Update Resources Estimates; Establish Cost Baselines; Ensure Quality Standards; Develop a Dynamic Communications Plan; Identify and Plan for Risks and; Develop a Comprehensive Project Plan.

Executing. You will be honing your skills in the areas of: Building Team Dynamics; Addressing Potential Conflicts; Negotiating; Avoiding and Solving Communication Bottlenecks; and Ensuring Quality Assurance and Quality Improvement.

What You Will Do on Day Three

Control and Close-Out. On *Day Three* you will learn practical methods to manage and finish successful projects.

Control. Your project management will improve through review of techniques in the areas of: Evaluating Performance; Monitoring Vital Signs; Tracking and Status Reporting; Risk Monitoring; Raising Team Risk Awareness; Addressing Performance Reporting; Conducting Earned Value Analysis (EVA); and Managing Change.

Close-Out. Your current and future projects will be enhanced by increasing your competence in: Evaluating Success; Conducting Reviews; Summarizing Lessons Learned; and Reassigning Team Members.

Taking Lessons To *Your* Projects

To ensure that the tools and techniques can be applied, the course includes:

- *Real-World Dynamic Exercises and Simulations
- *Templates, Self-Assessment Tools and Reference Materials
- *Post-Course Support from Logixsource's Senior Operations Senior Operations Project Leader Heather Cartwright, PMP®

Customized Training That Increases Your Projects' Success & Strengthens Your Project Management Skills

What makes the course instructors uniquely qualified?

Cindy Bell, PMP®

- President of the Project Management Institute - South Western Ontario chapter
- President of PM STAR – a training organization specializing in project management training
- Project management instructor at the Boston University
- Experience in a variety of industries including telecommunications, manufacturing and services

Heather Cartwright, PMP®

- Held senior management positions at Ernst & Young, CGI Group and Electrolux
- Project Management Professional Certification (PMP®)
- Professional Logistician Certification (P.Log.) Canadian Professional Logistics Institute
- Project Manager who reduces costs and cycle time for fortune 100 organizations – implementing successful strategic projects including partnership initiatives and major process improvements

This course will prove especially useful to you *now* if you contribute to strategic projects or are considering a career in project management.

How do you enroll in the course?

Date of Course: Delivered based on you/your department's/your organization's timetable.

Costs/Payment: \$1,550 + G.S.T. due at registration.

Format: Highly interactive instruction including real-world simulations.

Timing: Three Days - six hours per day.

Location: Based on you/your department's/your firm's preferences.

Registration: To enroll in the PM 101 Tools and Techniques Course, contact Mike Boyle at Logixsource at 905-877-2134 or mboyle@logixsource.com.

