

IMPROVING YOUR PROJECT MANAGEMENT SKILLS: THE BASICS FOR SUCCESS

Build a solid foundation of project management knowledge, techniques, and tools in this hands-on workshop that covers the entire project life cycle.

Seminar #6503

Overview

As the business world grows more competitive, organizations find it necessary to take on an increasing number of projects. Unfortunately, these same organizations often don't have skilled project managers to handle the work. In this seminar, you will learn and practice the critical tools and techniques that have been proven necessary for project management success. In lectures, discussions and exercises, you'll cover the essential aspect of managing projects.

While aligned with the Project Management Institute's (PMI) framework, this course is specifically designed to focus on the practical application of concepts. You'll return to work with the knowledge and tools you need to get your projects started right and completed successfully.

Schedule

- [3] days
- [3] days - \$2,195 Non Members
- [3] days - \$1,995 AMA Members
- [3] days - \$1,708 GSA

Credits

18 PHR /18 SPHR /1.8 CEU
18 PDU

Schedule

We have 71 scheduled sessions located nationwide starting between 5/30/2012 - 2/20/2013

Date	Location	Duration
May 30, 2012 - Jun 1, 2012	Boston, MA	3 Days
Jun 4, 2012 - Jun 6, 2012	Chicago, IL	3 Days
Jun 6, 2012 - Jun 8, 2012	San Francisco, CA	3 Days
Jun 6, 2012 - Jun 8, 2012	Arlington/Washington DC, DC	3 Days
Jun 11, 2012 - Jun 13, 2012	New York, NY	3 Days
Jun 25, 2012 - Jun 27, 2012	Overland Park, KS	3 Days
Jun 27, 2012 - Jun 29, 2012	San Diego, CA	3 Days
Jul 9, 2012 - Jul 11, 2012	San Francisco, CA	3 Days
Jul 9, 2012 - Jul 11, 2012	Chicago, IL	3 Days
Jul 11, 2012 - Jul 13, 2012	Arlington/Washington DC, DC	3 Days
Jul 16, 2012 - Jul 18, 2012	Houston, TX	3 Days
Jul 18, 2012 - Jul 20, 2012	New York, NY	3 Days
Jul 18, 2012 - Jul 20, 2012	Atlanta, GA	3 Days
Jul 23, 2012 - Jul 25, 2012	Morristown, NJ	3 Days
Jul 23, 2012 - Jul 25, 2012	Seattle, WA	3 Days
Jul 30, 2012 - Aug 1, 2012	San Francisco, CA	3 Days
Jul 30, 2012 - Aug 1, 2012	Myrtle Beach, SC	3 Days
Aug 1, 2012 - Aug 3, 2012	Boston, MA	3 Days
Aug 6, 2012 - Aug 8, 2012	Arlington/Washington DC, DC	3 Days
Aug 8, 2012 - Aug 10, 2012	Chicago, IL	3 Days
Aug 13, 2012 - Aug 15, 2012	New York, NY	3 Days
Aug 20, 2012 - Aug 22, 2012	Atlanta, GA	3 Days
Aug 20, 2012 - Aug 22, 2012	San Jose, CA	3 Days
Sep 5, 2012 - Sep 7, 2012	Denver, CO	3 Days
Sep 5, 2012 - Sep 7, 2012	New York, NY	3 Days
Sep 10, 2012 - Sep 12, 2012	Minneapolis, MN	3 Days
Sep 12, 2012 - Sep 14, 2012	Chicago, IL	3 Days
Sep 12, 2012 - Sep 14, 2012	San Francisco, CA	3 Days
Sep 17, 2012 - Sep 19, 2012	Dallas, TX	3 Days
Sep 17, 2012 - Sep 19, 2012	Arlington/Washington DC, DC	3 Days
Sep 19, 2012 - Sep 21, 2012	Atlanta, GA	3 Days
Oct 1, 2012 - Oct 3, 2012	New York, NY	3 Days
Oct 8, 2012 - Oct 10, 2012	Atlanta, GA	3 Days
Oct 8, 2012 - Oct 10, 2012	Chicago, IL	3 Days
Oct 15, 2012 - Oct 17, 2012	San Francisco, CA	3 Days
Oct 17, 2012 - Oct 19, 2012	Boston, MA	3 Days
Oct 22, 2012 - Oct 24, 2012	Cincinnati, OH	3 Days
Oct 24, 2012 - Oct 26, 2012	Arlington/Washington DC, DC	3 Days
Oct 29, 2012 - Oct 31, 2012	Houston, TX	3 Days
Oct 31, 2012 - Nov 2, 2012	Atlanta, GA	3 Days
Oct 31, 2012 - Nov 2, 2012	Chicago, IL	3 Days
Oct 31, 2012 - Nov 2, 2012	New York, NY	3 Days
Nov 5, 2012 - Nov 7, 2012	Arlington/Washington DC, DC	3 Days
Nov 5, 2012 - Nov 7, 2012	Albany, NY	3 Days
Nov 12, 2012 - Nov 14, 2012	Hartford, CT	3 Days
Nov 14, 2012 - Nov 16, 2012	San Francisco, CA	3 Days
Nov 28, 2012 - Nov 30, 2012	San Diego, CA	3 Days
Dec 3, 2012 - Dec 5, 2012	Dallas, TX	3 Days
Dec 3, 2012 - Dec 5, 2012	New York, NY	3 Days
Dec 5, 2012 - Dec 7, 2012	Arlington/Washington DC, DC	3 Days
Dec 5, 2012 - Dec 7, 2012	Overland Park, KS	3 Days
Dec 10, 2012 - Dec 12, 2012	Boston, MA	3 Days
Dec 10, 2012 - Dec 12, 2012	Chicago, IL	3 Days
Dec 10, 2012 - Dec 12, 2012	Seattle, WA	3 Days
Dec 12, 2012 - Dec 14, 2012	Atlanta, GA	3 Days
Dec 17, 2012 - Dec 19, 2012	San Francisco, CA	3 Days
Jan 7, 2013 - Jan 9, 2013	Arlington/Washington DC, DC	3 Days
Jan 7, 2013 - Jan 9, 2013	Morristown, NJ	3 Days

Jan 9, 2013 - Jan 11, 2013	Chicago, IL	3 Days
Jan 16, 2013 - Jan 18, 2013	Atlanta, GA	3 Days
Jan 23, 2013 - Jan 25, 2013	New York, NY	3 Days
Jan 23, 2013 - Jan 25, 2013	San Francisco, CA	3 Days
Jan 23, 2013 - Jan 25, 2013	Philadelphia, PA	3 Days
Jan 23, 2013 - Jan 25, 2013	New Orleans, LA	3 Days
Feb 4, 2013 - Feb 6, 2013	Arlington/Washington DC, DC	3 Days
Feb 6, 2013 - Feb 8, 2013	Chicago, IL	3 Days
Feb 6, 2013 - Feb 8, 2013	Indianapolis, IN	3 Days
Feb 11, 2013 - Feb 13, 2013	Houston, TX	3 Days
Feb 13, 2013 - Feb 15, 2013	New York, NY	3 Days
Feb 13, 2013 - Feb 15, 2013	Honolulu, HI	3 Days
Feb 20, 2013 - Feb 22, 2013	Los Angeles, CA	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Ensure that your projects are set-up for success from the start
- Learn the basics for effectively gathering and documenting requirements
- Understand the role of the project manager, business analyst, and others in managing projects
- Develop an integrated project plan including realistic scope, schedules, budgets, and risks—and turn that plan into successful action
- Learn how to effectively track and report on project progress
- Gain the respect of your project team and build credibility with top management

What You Will Cover

An Overview of Key Project Management Concept

Discussing key concepts, terminology, and roles including:

- The project triangle
- The definition of the "project"
- The five-core PM

Initiating the Project

- Creating a project charter and tying it to the business case
- Gathering and documenting requirements
- Setting customer, sponsor, and team member expectations

Identifying the Work

- Creating the work breakdown structure (WBS) based on the charter and product requirements
- Assigning ownership to tasks

Estimating the Work

- Discussing industry best practices for creating realistic estimates

Scheduling the Work

- Creating precedence (network logic) diagrams to show task dependencies
- Producing Gantt charts to graph project timelines
- Determining the critical path and calculating float

Creating the Budget

- Estimating and tracking personnel and (out of pocket) expenses

Who Should Attend

Individuals who are new to project management, "accidental" project managers (professionals for whom PM is a secondary part of their jobs), business analysts, subject-matter experts from any field who contribute to projects, managers responsible for projects and experienced project managers looking to review current tools, techniques, and processes.

Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

EXTRAS FROM AMA

This seminar features fictional case studies that allow participants to immediately practice course concepts in group exercises. Participants will create key project documents, such as business case, charter, product requirements, project plan, status reports and lessons learned.

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Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)