

Does **Project Management Drive**
Your Business Performance?



*Learn
the rules
of the
road to
maximize
profits
and
ensure
success!*



Learn to **Steer Clear** of the **Obstacles** to **Project Success**

No matter what your business, you probably rely on projects to get things done. And no matter what the project, success is defined as being completed on time, within budget, and according to specification. To stay competitive, satisfy your customers, and still make a profit, you must keep your projects on track and use your resources effectively. Your business performance therefore depends on your ability to manage projects.

Project Management College gives you a roadmap for project success, including all the tools you need to monitor and control your projects to successful completion. Discover how to implement the same methodologies used to manage complex, billion-dollar projects—and enjoy the bottom-line benefits of better project planning, control, and reporting.

You'll learn by doing as you work through case studies that illustrate key concepts and practical techniques that you can use to manage projects of any size and type. Instructors who've managed large projects of their own bring the material to life through real-life experiences.

Project Management Essentials is the perfect place to begin your journey, even if you already have some project management experience. You'll cover all the basic groundwork and see how the components of the

Project Management Body of Knowledge (PMBOK) all fit together. Each of these components is then covered in more detail in subsequent courses of the program, so that you get a complete, well-rounded understanding of project management and are able to implement the latest techniques. Complete seven courses and you'll earn a *Master's Certificate in Project Management* to demonstrate your command of the latest project management methodologies.

If your organization wants to maximize the benefits project management offers, *Project Office* and *Enterprise Project Office* will show you how. These unique courses step you through the entire process of establishing a centralized project support office—from building the commitment of upper management to setting up a knowledge base to track performance and lessons learned.

Even if you've been down the road before, project management helps you measure your progress—and tells you if you're getting off course. You never really know what's around the next corner, but with hands-on training from Project Management College, you'll be ready to navigate around any obstacles that come up and deliver your product successfully.

Sign up for a course today—or have Project Management College set up a custom training program for your organization.

THE COURSES:

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These are just some of our more popular courses—visit our website or call for more information about these and other courses. Save travel expenses and bring any of our courses to your location for an on-site training session.

FOR MORE INFORMATION ABOUT PROJECT MANAGEMENT COLLEGE:

Call 610.853.3679

or visit us on the Web at:

www.pmcollege.com



*HIT THE ROAD RUNNING AS YOU
LEARN AND APPLY PROJECT MANAGEMENT
FUNDAMENTALS IN A FUN, INTERACTIVE FORMAT.*



Get up to speed on essential project management principles and techniques in this practical four-day course. See how the science of project management can help you overcome your daily challenges and achieve project success in today's business environment. Whether you're designing computer chips, building defense systems, or producing your company's newsletter, you'll be able to use the techniques you learn to deliver your finished products on time, within budget, and according to specifications.

As the foundation of the Project Management College curriculum, this course lays the groundwork for the other courses in the program, while also providing hands-on experience in the most fundamental-and useful-project management techniques. Experienced instructors bring to life the basics of project life cycles and the five project management processes-and they relate everything back to the nine PMBOK® knowledge areas, which are addressed in greater depth in the program's other courses.

You'll explore how the project management processes are used to build a better, more effective project plan. Plus, through the case studies, practical exercises, and class discussions that supplement the lectures, you'll have the opportunity-in a creative classroom environment-to apply the best practices you are learning and witness the successful results they can achieve.



PMBOK® Knowledge Areas Covered

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Human Resources Management
- Project Procurement Management
- Project Communications Management

Project Management Essentials

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- Conduct an effective project selection process
- Conduct an effective project kickoff meeting
- Use the project overview document to define project scope
- Interpret a network diagram and identify the critical path and near-critical paths
- Apply basic estimating principles to determine project costs
- Identify the basic practices in a procurement management plan
- Develop and implement an effective communication plan for a project
- Use project management tools to manage project resources
- Apply the various planning processes of the PMBOK® to the phases of a project
- Prepare and use a project control binder
- Demonstrate an awareness of the nine PMBOK® knowledge areas

2000 PUBLIC COURSE SCHEDULE AND FEE

September 19–22, 2000	Washington, DC	ES-DC0919
September 19–22, 2000	Denver, CO	ES-DE0919
October 3–6, 2000	Chicago, IL	ES-CH1003
October 3–6, 2000	Denver, CO	ES-DE1003
October 17–18, 2000	Washington, DC	ES-DC1017
October 24–27, 2000	Scottsdale, AZ	ES-SC1024

FEE: US \$1,195

2.8 CEUs awarded for this course

Leadership

in a Project Environment

How do you influence and motivate others when you lack formal authority within the organization? This is one of the biggest challenges facing project managers. The challenge is essentially one of leadership.



Learn what it takes to be an effective leader and take the initial step in the lifelong process of developing your leadership competency in this vital four-day course. You'll see which "soft competencies" are required of successful project managers. And, by using self-assessment instruments, you'll identify your preferences for communicating, leading, managing conflict, and making decisions. From these results, you will develop a personal program to develop your leadership capabilities. The use of simulations and class exercises helps you recognize how your preferences influence others around you.

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- Use your preferences in ways that positively influence your project team
- Develop and implement effective conflict management approaches
- Develop and implement effective decision making strategies
- Create an environment that fosters a strong team-oriented ethic
- Create an environment that encourages creativity and collaboration
- Prepare and adopt a plan for continuing to develop as a leader
- Identify strategies to foster team commitment
- Implement approaches that move your team through the team-development life cycle

PMBOK® Knowledge Areas Covered

- Project Human Resources Management
- Project Communications Management

2000 PUBLIC COURSE SCHEDULE AND FEE

October 24–27, 2000	Scottsdale, AZ	LE-SC1024
FEE: US \$1,195	2.8 CEUs awarded for this course	

Project Risk Management

RISK

Risks—you can't ignore them, so it pays to integrate risk management into your project planning. By carefully analyzing everything that could possibly go wrong on your project, you can be better prepared and avoid those potential scenarios.

Modern project management planning therefore includes a risk management component, as explored in depth in this four-day course. You'll learn how to identify, analyze, and mitigate risks on projects. And you'll see how to implement risk-response control methods and track lessons learned so as to establish an organizational history for future projects.

Through the combination of case study and class discussion, you'll gain both practical knowledge, which you can apply immediately to current projects, and theoretical knowledge that will shape your approach to the risks you face on future projects. The sophisticated case study provides an excellent opportunity to practice the techniques introduced in class.



UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- Conduct effective risk identification workshops for your projects
- Analyze the financial, technical, and budgetary implications of risks you face
- Develop approaches for mitigating risks that can improve the chances of project success
- Implement risk-response control methods to ensure staying ahead of any potential risks
- Build a higher level of team commitment to implementing a project risk plan
- Contribute to your organization's project history by documenting and disseminating lessons learned

PMBOK® Knowledge Areas Covered

- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Risk Management

2000 PUBLIC COURSE SCHEDULE AND FEE

September 12–15, 2000	Dayton, OH	PR-DA0912
FEE: US \$1,195	2.8 CEUs awarded for this course	

Managing Multiple Projects

Do you sometimes feel like a juggler because you're trying to keep numerous projects going at the same time? Managing multiple projects—also known as portfolio or program management—is as much an *art* as a *science*. Even the most adept project manager finds managing multiple projects more complex, more time-consuming, and ultimately riskier than managing an individual project.



Because planning and controlling several projects simultaneously means more than dealing with multiple schedules, you need specialized skills to integrate all the involved resources, schedules, budgets, and stakeholder needs.

This four-day course provides you with specific techniques for establishing priorities, negotiating for scarce resources, reporting progress, identifying and managing the additional risks generated by a multi-project environment, and integrating all the elements in one master plan. A complex case study gives you a chance to practice what you've learned. Discover the art and science of effectively spreading your managerial expertise across multiple projects.

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- Recognize and evaluate priorities
- Establish integrated schedules
- Apply integrated schedule techniques
- Manage risk on concurrent projects
- Build organizational authority by applying consistent authorization practices
- Employ strategies that can help you devote more of your time to more value-added activities

PMBOK® Knowledge Areas Covered

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Time Management
- Project Human Resources Management
- Project Communications Management

2000 PUBLIC COURSE SCHEDULE AND FEE

October 24–27, 2000	Orlando, FL	MM-OR1024
FEE: US \$1,195	2.8 CEUs awarded for this course	

Project Cost & Schedule Management



Mastering the art of planning is a key to mastering the triple constraints of project management—scope, time, and cost. This intensive, four-day course provides you with the understanding and tools to plan effectively and manage your projects to successful completion.

Using a complex case study, hands-on exercises, and problem analysis, you'll learn to prepare the most important elements of the project plan—including the project work breakdown structure (WBS), Gantt chart, and critical path network, bottom-up project budget, and resource responsibility matrix. You'll then practice briefing the plan to management and to the customer to establish an agreed-to baseline.

During the second part of the course, you will learn how to implement control systems to ensure you are proceeding according to your plan—and therefore head off any potential problems. Throughout the project simulation, you will practice so that you're ready to use them when you get back to your real projects. You'll also employ systems such as the earned-value project control process, which enables you to identify and control project cost and schedule variance. *Please bring a calculator to class.*

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- Formulate a comprehensive needs/requirements statement for a project
- Prepare a WBS, broken out to work-package level
- Develop a project schedule, using task durations and dependencies, and identify the critical path
- Develop top-down and bottom-up cost estimates for the project
- Build a resource plan, including a responsibility matrix and resource Gantt chart
- Implement a project cost/schedule control system
- Establish and use an earned-value project control process
- Control changes to a project's scope
- Using the included comprehensive toolkit of templates, checklists, and process guidelines

PMBOK® Knowledge Areas Covered

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Human Resources Management

2000 PUBLIC COURSE SCHEDULE AND FEE

November 13–16, 2000	Orlando, FL	SC-OR1113
FEE: US \$1,195	2.8 CEUs awarded for this course	

The Project Office



In the past few years many companies—particularly those with a highly evolved project management culture—have discovered the value of a centralized “project office.” A project office consolidates as much project management knowledge and historical information as possible into a centralized resource that benefits the entire organization. The job of the project office is to spread the gospel of project management—and thus help realize all the benefits that project management promises: namely, improved use of resources, happier customers, and more profits.

Now you can find out how to set up a project office at your organization. This unique, two-day course will infuse you with new ideas, substantiate your current perceptions, and provide you with a high-level plan for establishing a project office in your organization. You will learn what a project office is and how to sell the concept in your organization.

Despite the fact that it may have taken your organization years of neglect and denial to be in its current situation, the project office will be under pressure to produce immediate results. This course will show you what you can do to be most effective—both in the short-term and the long-term. For the project office to survive, it must be perceived as highly responsive to the organization’s needs and be able to get results now and in the future.

In group brainstorming sessions, you will identify the major issues in establishing a project office, develop an organization communications plan, a mission statement, and develop a high-level staffing and implementation plan. Join us for this unique program—and get your organization on the project management fast track.

PMBOK® Knowledge Areas Covered

- Project Integration Management
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- Project Human Resources Management
- Project Procurement Management
- Project Communications Management

2000 PUBLIC COURSE SCHEDULE AND FEE

November 7–8, 2000	Washington, DC	PO-DC1107
FEE: US \$795	1.4 CEUs awarded for this course	

Enterprise Project Office

Your organization has committed to instituting a project office, and you’re starting to see some success. But where do you go from here? The ultimate mission of the enterprise project office is to improve your organization’s overall performance through integrated enterprise-wide time and cost planning and control.

In this fascinating two-day course you’ll discover that as your organization’s use of project management matures—and the project office becomes more effective—the benefits from a consistent project management methodology compound on themselves. You’ll see how your organization’s “project culture” is key to the success of the project office and your becoming a “project organization”—and you’ll learn seven steps you can take to help create an effective project culture. You’ll also explore the five elements of a project organization—and find out how the most successful companies view their project managers.

To maximize the effectiveness of your project office, you’ll learn how to assess your project managers’ knowledge and competency, how to develop and use a project management methodology, and how to manage an entire portfolio of projects. Plus you’ll get a copy of *The Project Management Handbook®—Practical Tools, Templates, and Checklists for Large and Small*

Projects, as well as expert tips on how to manage a virtual project office.



PMBOK® Knowledge Areas Covered

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Human Resources Management
- Project Procurement Management
- Project Communications Management

2000 PUBLIC COURSE SCHEDULE AND FEE

November 7–8, 2000	Washington, DC	EP-DC1107
FEE: US \$795	1.4 CEUs awarded for this course	

ABOUT PM SOLUTIONS

insert copy from website or new copy provided here

PM SOLUTIONS' ON-SITE TRAINING

Insert copy on PM Solutions' on-site training here

REGISTRATION INFORMATION

Advance registration is required to guarantee your place in the course of your choice. Class size is limited and participants are encouraged to register early.

TUITION INFORMATION

Fee includes course materials, certificate of completion, continental breakfasts, and afternoon breaks. Hotel accommodations and lunch are not included in the tuition fee.

CONFIRMATION OF RESERVATIONS

Upon receipt of payment, a confirmation letter (including a hotel brochure) confirming your course selections will be mailed to you. Please do not make nonrefundable airline reservations until you receive a confirmation letter.

U.S. TAX DEDUCTIONS

An income tax deduction may be allowed for educational expenses undertaken to maintain and improve professional skills. This includes registration, travel, meals, lodging, and related expenses. (See Treasury Regulation 1.162-5)

DRESS

Casual business attire is appropriate for all courses.

CLASS HOURS

Registration begins at 8:00 a.m. on the first day of all classes. Two-day courses start at 8:30 a.m. and end at 4:00 p.m. Lunch on your own is from 12:00—

1:00 p.m. Four-day courses start at 8:30 a.m. and end at 4:00 p.m., except for the final day, which ends at 12:30 p.m.

HOTEL INFORMATION

PM College has reserved a limited number of guestrooms at special discounted rates to ensure your convenience at the class location. These special rates at premier hotels are available only up to thirty days before the class date. Be sure to book your room early and mention PM College to obtain these special rates. For more information about the individual hotels and rates, visit our website at: www.pmcottege.com.

ATTENDEE SUBSTITUTION

HOW TO REGISTER

Online: www.pmcollege.com

Phone: **610.853.3679** (registration hours Monday through Friday, 8:00 a.m.-5:00 p.m. EST)

Fax: your completed form to **610.853.0527** with credit card information

Mail: complete and mail the registration form along with your payment to:

PM Solutions, Inc.

ATTN: PM College Registration

**410 Township Line Road
Havertown, PA 19083 USA**

Checks should be made payable to PM Solutions. PM Solutions accepts VISA, Mastercard, and American Express.

If you cannot attend your course, you may send a substitute. When possible, please call the registrar at 610.853.3679 before the first day of the course to provide substitute registration information. Or, if you prefer, apply your tuition to another course.

ATTENDEE CANCELLATION

Full refunds will be granted to cancellations received in writing up to two weeks before the first day of the course. Cancellations received less than two weeks before the first day are subject to a \$50 service charge for each course day cancelled. Refunds will not be given for no-shows.

If, for any reason, PM Solutions cancels a course, PM Solutions assumes no responsibility for nonrefundable airline tickets or other travel costs. PM Solutions will make every effort to immediately notify registrants of a cancellation.

TRAVEL

World Travel, Inc. will service the travel needs of all PM College attendees. When contacting World Travel, make sure you identify yourself as a PM College traveler to take advantage of our special discount rates.

WORLD TRAVEL

Toll Free: 800.867.2970 (USA/Canada)

Phone: 610.327.9000 (Outside USA/Canada)

Project Management Moves You Ahead of the Competition

REGISTER ONLINE

Our shopping cart system at www.PMCOLLEGE.COM allows you to choose from our latest selection of course offerings. The secure server ensures your credit card payments are safe.



PM COLLEGE REGISTRATION FORM

ATTENDEE INFORMATION

To register more than one person, please photocopy this form for each. Please print clearly.

PRIORITY CODE (from the mailing label): _____

Prefix: Mr. Ms. Mrs. Dr. _____

Full Name (for certificate) _____

Title _____

First Name (for name badge) _____

Company _____

Street Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Telephone _____ Fax _____ Email _____

Company Size (number of employees at your site): 1-50 51-100 101-500 501-1,000 1,000+

COURSE SELECTIONS

Course Name	Session Number	Location	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have a disability requiring accommodation, to assure your full participation, please check here. You will be contacted to discuss your needs.

PAYMENT INFORMATION

Enclosed is a check for the total amount of \$_____, made payable to PM Solutions. (All payments must be made in U.S. dollars, drawn on a U.S. bank.)

Charge \$_____ to my: Mastercard American Express VISA

Credit Card # _____ Exp.Date _____

Name on Card (please print) _____

Please do not make nonrefundable airline reservations until you have received a confirmation letter.

HOW TO REGISTER

Online: www.pmcollege.com

Phone: 610.853.3679

Fax: 610.853.0527

Mail: PM College Registration
410 Township Line Road
Havertown, PA 19083 USA

WHY PROJECT MANAGEMENT COLLEGE?

insert hard sell copy on PM college here -- or something else -- any suggestions? if not, I'll come up with something



PM College Registration
410 Township Line Road
Havertown, PA 19083 USA

BULK RATE
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PERMIT #