



MONTGOMERY CHAPTER PMI AND  
AUBURN MONTGOMERY  
PRESENT

# Successful Project Management Introductory Level

*March 3-5, 2010  
8:30 a.m. - 4:30 p.m.  
3 days, 21 PDUs*

*Fee  
\$749 for PMI members  
\$799 for non-members*

*Advanced Training Group  
TechnaCenter Building  
75 TechnaCenter Drive  
Montgomery, AL 36117  
Take the I-85 Mitylene exit*

*For more seminar information  
contact  
Betty Corbin  
Phone: 334-244-3080  
Or  
E-mail: bcorbin@aum.edu*

**This highly interactive seminar provides an overview of project management concepts and principles using lecture, small group case studies and discussion.**

Course participants develop many of the project plan elements required to take a sample project from the initiating processes through planning, executing, controlling and closing. The course manual includes step-by-step performance tools such as checklists, worksheets, and guidelines that will help participants plan and manage project events. Sample documents are provided on a CD. Provides 21 class hours that apply to PMP® requirements.

**Who should attend:** This course is designed for those who manage projects and would like their projects to achieve the defined scope, on-time and within budget.

#### **COURSE OUTLINE:**

- Project management background and basics
- Demonstrate project need and feasibility
- Obtain authorization
- Describe project scope, create work breakdown structure
- Develop a project schedule
- Estimate costs & build a budget
- Create a formal quality plan
- Create a formal communications plan
- Organize and acquire staff
- Identify risks and plan to respond
- Plan for and acquire outside resources
- Organize the project plan
- Execute project activities
- Control project activities
- Close out project activities

**Seminar presenter** Betty Corbin, PMP, is an IT trainer for Auburn Montgomery's Division of Continuing Education. She has over 20 years experience in project management.

**Cancellation policy:** In order to receive a full refund, cancellations must be received at least 10 business days before the start of the seminar. No refunds will be issued thereafter.



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