

This seminar will review the range of current project management skills and practices and help participants prepare for the Project Management Professional certification examination.

Project Management Seminar

Thursdays
March 26 – May 28, '09

Learn Proven Project Management Techniques and Prepare for Professional Certification

Sponsored by
Project Management Institute®
Chattanooga Chapter



Benefits of PMP Certification

Project management, a system of organizing resources to accomplish defined goals, is a fast-growing segment of general management. In these competitive times, certification sets PMPs apart from the crowd and offers these benefits to the individual as well as to the employer:

- Demonstrates knowledge and competence as measured by a nationally recognized standard.
- Provides verification of expertise to current and future employers.
- Enhances professional advancement.
- Offers professional and personal recognition.

Application of project management principles accomplishes work more effectively and efficiently.

Who Should Attend

- Professional project managers preparing for PMP certification
- Professionals who manage any size project
- Individuals who work in project management
- Industry specialists who need a core project management approach

Participation does not require membership in the Project Management Institute (PMI), but membership is encouraged.

Please pass this form along to colleagues who may also be interested in this training.

When and Where

March 26 – May 28, 2009 • Thursday evenings • 5:30 - 9:00 p.m.
Chattanooga State • CBIH Building • 4501 Amnicola Hwy. • Chattanooga, TN



Business & Community
Development Center
4501 Amnicola Highway
Chattanooga, TN 37406

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Project Management Institute

For more than 35 years, the Project Management Institute (PMI) has been dedicated to advancing the state-of-the-art in management of projects. With more than 200,000 members worldwide, PMI is the leading nonprofit professional association in the area of project management. PMI establishes project management standards, and provides educational programs and professional certifications that more and more organizations desire for their project leaders.

PMI has partnering agreements with the Department of Energy, Army Corps of Engineers, the General Services Administration, and cooperative agreements with organizations such as the National Contract Management Association and the Software Program Managers Network.

PMI's *Guide to the Project Management Body of Knowledge (PMBOK)* is a structured lexicon of the techniques, concepts, and skills unique to the project management profession. The PMBOK consists of topics, subject areas and intellectual processes that are involved in the application of sound management principles to the administration of projects. This "body of knowledge" supports PMI's Project Management Professional (PMP) Certification Program, the most widely recognized certification program in the

profession. The PMP designation represents an individual's possession of the fundamental knowledge and understanding of core project management principles, tools, and techniques necessary to manage projects efficiently and effectively.

A mastery of basic project management knowledge is demonstrated by passing the PMP Certification Examination. Employers can be sure

that their PMPs grasp a core body of project management knowledge and that they are perceived as high-caliber professionals by their peers and their customers.

For more information about PMI, visit Chattanooga's chapter Web site at www.chattanooga.org or contact the vice president of membership and marketing, via e-mail at vpmembership@chattanooga.org

Course Objectives

This course consists of ten 3 1/2-hour sessions on the elements essential to effective project management and the process of integrating these elements. The course structure is based on the Project Management Body of Knowledge developed by the Project Management Institute, and all instructors are currently active in project management. This course includes a review of sample PMP certification exam questions and covers the following topics:

Scope Management

- Focused Scope Statements
- Cost/Benefit Analysis
- Project Constraints
- Work Breakdown Structure
- Responsibility Breakdown Structure
- Change Control

Time Management

- Schedule Planning and Control
- Pert and Gantt Charts
- Critical Path Method
- Network Models
- Resource Loading
- Reporting

Cost Management

- Financial Analysis
- Cost Estimating
- Forecasting

- Cost Control
- Cost Reporting

Risk Management

- Risk Identification
- Risk Analysis
- Risk Mitigation
- Contingency Planning

Procurement and Subcontracts

- Material Selection
- Vendor Pre-qualification
- Contract Types
- Contract Risk Assessment
- Contract Negotiation
- Contract Change Orders

Quality Management

- Total Quality Management
- Quality Assurance

- Quality Control
- Cost of Quality
- Quality Conformance

Communications

- Communication Matrix
- Communication Vehicles
- Listening and Presenting Skills
- Communication Barriers and Facilitators

Human Resources Management

- Leadership Skill Development
- Team Building
- Motivation
- Conflict Management
- Compensation
- Organizational Structures

Registration

Enrollment is limited, and you must pre-register. Payment of \$445 for PMI members, \$545 for non-members, must be received by March 1.

To register, complete and return the information below to the following:

**Chattanooga State Technical Comm. College
Business & Community Development Center
4501 Amnicola Highway
Chattanooga, TN 37406**

Phone: (423) 697-3100

Fax: (423) 697-3325

For information on seminar content:

<http://www.chattanooga.org>

E-mail: vptraining@chattanooga.org

Name _____

SS# _____

Title _____

Employer _____

Business Address _____

City/State/Zip _____

Home Phone _____

Business Phone _____

E-mail Address _____

Registration Fee:

PMI Member \$445 Non-member \$545

My payment is enclosed.

(Check payable to Chattanooga State.)

Please bill my ___ Visa or ___ Mastercard

Card # _____ Exp. Date _____

Signature _____