Project Management Certificate Program

Advance Corporate Training Ltd. (ACT) helps organizations reach peak performance in today's competitive marketplace through effective, quality training and information solutions. ACT specializes in providing corporate assistance in leadership, communication, marketing and organizational assistance in governance and efficiency.

Okanagan College Revelstoke is pleased to join with Advance Corporate Training to deliver courses that emphasize current business practices and embrace new models of doing business that are technologically, environmentally and socially conscious.

ACT is also a learning partner with the Vancouver School Board, Delta Continuing Education, Langara College, Capilano College, Tourism BC and Aurora College.

These are the first four courses in the Project Management Certificate Program, which consists of 9 courses in 2 series:

1. Project Management Fundamentals
   January 28 – February 1, 2008
2. Project Management - Advanced Skills
   March 10 – 14, 2008

You may apply for the Project Management Certificate document upon the successful completion of the required courses in both series.

1. Project Management – Fundamentals

   This Series of Project Management Courses, cover the basic terms and concepts that serve as the foundation of project management. Learn to structure and manage basic projects as well as strategies for controlling and managing budgets and schedules, and focusing your team. By the end of this level you will have a sound understanding of PM practice and principles.

   **Program Length:** 4 courses; 5 days  
   **Program Cost:** $1,375 or $275 per day  
   **Times:** 9:00 – 16:00

**INDIVIDUAL COURSE CONTENT**

**Overview of Project Management Fundamentals (2 days)**

Explore the project management life cycle & roles; set measurable objectives; establish success criteria for your project; accurately define project scope; develop a project chart, work breakdown structure & schedules using simple, proven techniques; define & measure project quality; start and close out the project.

Course code: MGR 196  12 Hours  2 Sessions  
**Date:** Jan 28 & 29  **Days:** Monday, Tuesday  
**Times:** 09:00 – 16:00  **Cost:** $550

**Project Monitoring & Control (1 day)**

Establish a baseline from which to measure results; develop contingencies for “unknowns”; control the project scope and take measures to avoid “scope creep”; implement a simple change management process; apply techniques for shortening duration; track cost, schedule and quality data; get back on track when a project goes “off the rails”.

**Prerequisite:** Overview of Project Management  
Course code: MGR 197  6 Hours  1 Session  
**Date:** Jan 30  **Day:** Wednesday  
**Times:** 09:00 – 16:00  **Cost:** $275

**Aligning & Developing Your Project Team (1 day)**

Building high-performance project teams through effective leadership and team communication; resolve conflicts using proven techniques; implement effective and creative problem-solving and brainstorming processes; select the right team members and balance resources between projects; learn proven negotiation techniques; work effectively with different personalities.

**Pre-requisite:** Overview of Project Management  
Course code: MGR 189  6 Hours  1 Session  
**Date:** Jan 31  **Day:** Thursday  
**Times:** 09:00 – 16:00  **Cost:** $275
MANAGEMENT

Stakeholder Management & Project Communication (1 Day)
Stakeholder Management is one of the most critical factors of project success. Gain an understanding of stakeholder management processes using proven tools & techniques for managing stakeholders during the various phases of a project.
Topics: learn the obstacles to project communication; identify and assess project stakeholders using proven tools and techniques; develop communication strategies for achieving buy-in & cooperation; explore different types of communication methods; prepare a communication plan and put it into action.
Pre-requisite: Overview of Project Management
Course code: MGR 188  6 Hours  1 Session
Date: Feb 1  Days: Friday
Times: 09:00 – 16:00  Cost: $275

Managing Contracts, Joint Ventures, Partnerships
Course code: MGR193  6 Hours  1 Session
Date: Mar 11  Day: Tuesday
Times: 09:00 – 16:00  Cost: $275
Focus on aligning corollary team participants, contractors and subcontractors through contract management and administration.

Quality Metrics for Projects
Course code: MGR198  6 Hours  1 Session
Date: Mar 12  Day: Wednesday
Times: 09:00 – 16:00  Cost: $275
Explore how to maintain quality standards through a balanced approach. Developing and applying a quality framework that works for your own projects.

Effective Preparation & Start-Up Projects
Course code: MGR190  6 Hours  1 Session
Date: Mar 13  Day: Thursday
Times: 09:00 – 16:00  Cost: $275
Effective initiating processes are keys to launching effective projects. Explore specific tips and strategies you can implement during the preparation and start up phases.

Managing Cultural Diversity in Projects
Course code: MGR194  6 Hours  1 Session
Date: Mar 14  Day: Friday
Times: 09:00 – 16:00  Cost: $275
Improve the way your project team accomplishes tasks, and enhance their interpersonal and problem solving skills. Identify operating stereotypes and learn different cultures’ approaches to work, relationships, time and exchange of information and how this affects attitudes and performance on the job.

Managing Multiple Projects – A Best Practice Approach
Course code: MGR195  6 Hours  1 session
Date: Mar 10  Day: Monday
Times: 09:00 – 16:00  Cost: $275
Balance the conflicting resource and priority demands of multiple cross-functional projects.

Program Length: 5 courses; 5 days
Program Cost: $1375
Individual Course Cost: $275

2. Project Management – Advanced Skills
For those wanting to continue their Project Management education or for those who already have a good basic understanding, this second level focuses on strategies for improving your project management effectiveness. You will learn to manage more than one project at a time, get greater involvement and commitment from stakeholders and the project team, and incorporate quality and diversity into you projects.

Managing Multiple Projects – A Best Practice Approach
Course code: MGR195  6 Hours  1 session
Date: Mar 10  Day: Monday
Times: 09:00 – 16:00  Cost: $275
Balance the conflicting resource and priority demands of multiple cross-functional projects.

Please call Okanagan College at 837-4235 for more information regarding the Project Management Certificate Program.
Please register by Feb 28th

Call Now to Register!

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