



Fundamentals of Project Management Overview Workshop (1 Day)

Course Outline:

This workshop is designed to provide knowledge of the commonly accepted processes and practices used by Project Managers and project teams during their day-to-day project activities. The course will benefit new or junior Project Managers just beginning their career in this field, project team members who need to understand the principals of Project Management and other individuals interested in Project Management in general or as a possible future career choice.

Topics Covered Include:

- Defining a Project and Project terms
- Key characteristics of all projects
- What is Project Management?
- Project Phases and Processes
- Good Scope Definition
- Managing Stakeholders
- Roles and responsibilities of Project Team members
- How to write a project plan
- Creating a Work Breakdown Structure to identify and plan the project
- Effective scheduling using Gantt Charts
- Effective project reporting

Pre-requisite: None

Location: 16 Forest Road, Suite 301

Time: 9:00 am to 5:00 pm

Fee: \$350.00 plus HST (plus 7% admin fee) (*meals and materials will be provided*)

Course Cancellation Policy:

Cancellation requests received more than 7 calendar days before the start date of the workshop will receive a refund of the course fee minus a \$100 administration fee.

Cancellation requests received within the 7 calendar days before the start date of the workshop will be non-refundable. Quality Matters Inc. reserves the right to cancel any workshop; full refunds will be granted in the event of cancellation.

Course Substitution Policy:

Substitutions of participants will be permitted at any time prior to the start of the course.

Please ensure that any substitute participants meet the pre-requisite requirements for the course.

For more information or to register, contact Quality Matters Inc. at (709) 722-7860, or email us at training@qualitymatters.net or visit our web site @ www.qualitymatters.net.



TRAINING COURSE REGISTRATION FORM

Please fax to: **Quality Matters Inc.**
16 Forest Road, Suite 301
St. John's, NL A1E 0A5
Fax: 709-739-4864

Name: _____

Company: _____

Title: _____

Address: _____

Town/City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Course Name: _____

Course Date: _____

IMPORTANT NOTE: For the Internal Auditor and Lead Auditor courses, there is a prerequisite that the registrant must have an adequate knowledge and understanding of the applicable standard or specification, gained through training and/or experience. If you are registering for any of these courses, have you met the specified prerequisite?
Yes No

Method of Payment: Cheque enclosed (payable to Quality Matters Inc.)
 Invoice me

Signature: _____

How did you hear about this course?

Brochure Website Email
Referral Other Sales Call

Is your company registered to ISO 9001, ISO 14001 or OHSAS 18001? Yes No

CANCELLATION POLICY: Cancellation requests received more than 7 calendar days before the start date of the seminar will receive a full refund of the course minus a \$100.00 administration fee. Cancellation requests received within 7 days before the start date of the course are non-refundable.

SUBSTITUTION POLICY: Substitutions of participants will be permitted at any time prior to the start of the course. Please ensure that any substitute participants meet the pre-requisite requirements, if any, for the course.