




2-day In-person Seminar:

# Project Management for Non-Project Managers

-  Baltimore, MD
-  September 21st & 22th, 2017
-  9:00 AM to 6:00 PM



## Charles Paul

President at C. H. Paul Consulting, Inc.

Charles H. Paul is the President of C. H. Paul Consulting, Inc. - a regulatory, manufacturing, training, and technical documentation consulting firm - celebrating its twentieth year in business in 2017. Charles has been a regulatory and management consultant and an Instructional Technologist for 30 years and has published numerous white papers on various regulatory and training subjects. The firm works with both domestic and international clients designing solutions for complex training and documentation issues.

## Overview :

This two-day seminar will begin by laying the foundation for the subject by first defining what a project is and then discussing the unique roles that the project manager must assume along the length of any project. The Triple Constraint, the most fundamental of project management principles, will be explained in detail with examples and tools provided that can be used to integrate the principle into any project management process.

Each stage of project management - Initiate, Planning, Executing, Monitoring and Controlling and Closing will be detailed. Activities highlighting each step of the process and key concept will be presented giving participants an opportunity to practice their newly learned skills.

## Price

Price: **\$1,295.00**

*(Seminar for One Delegate)*

Register now and save \$200. (Early Bird)

Register for 5 attendees

Price: **\$3,885.00** You Save: \$2,590.0 (40%)\*  
~~\$6,475.00~~

**ENROLL**

*\*\*Please note the registration will be closed 2 days (48 Hours) prior to the date of the seminar.*



## Agenda:

### Day One

#### Lecture 1: Project Management Fundamentals

- Activity - Project Presentation
- Project Management Overview
- Project Manager's Role
- "Triple Constraint"
- Project Life Cycle

#### Lecture 2: Project Management Stage 1 - Initiate

- Project Charter
- Project Scope Statement
- Project Assumptions & Risk
- Activity - Project Charter Data Checklist

#### Lecture 3: Stakeholders and Project Participants - How are they identified and how are they managed?

- Project Stakeholders
- Activity - Identify your Stakeholder
- Project Organizations

#### Lecture 4: Project Management Stage 2 - Planning

- Project Management Plan
- Work Breakdown Structure
- Activity - Work Breakdown Structure

#### Who will benefit:

- Senior Directors
- Directors
- Supervisors
- Engineers
- Scientists
- Managers
- Associates

### Day Two

#### Lecture 1: Project Management Stage 2 - Planning (Continued)

- Task Responsibility Matrix
- Activity - Task Resp. Matrix
- Project Scheduling
- Duration Estimates
- Activity - Estimate Delivery Time
- Project Timeline
- Schedule Analysis
- Activity - Building Network Diagram

#### Lecture 2: Dealing with Risk and Uncertainty

- What is risk?
- What is the process of assessing risk?
- Project risk & situational analysis
- Identifying risk
- Risk mitigation

#### Lecture 3: Project Management Stage 3 - Executing

- Direct and manage project execution
- Team development
- Team and individual goals
- Define team member goals
- Teams operating process
- Support relationship development

#### Lecture 4: Project Management Stage 4 - Monitor & Control and Stage 5 - closing

- Project Control
- Monitoring
- Reporting
- Re-Planning
- Activity - Determining Re-Planning Options
- Budgeting Overview
- Workshop Review
- Practicum Preliminaries

### Group Participation

10%	2 Attendees to get offer
20%	3 to 6 Attendees to get offer
25%	7 to 10 Attendees to get offer
30%	10+ Attendees to get offer

### Payment Option

- 1 Credit Card: Use the Link to make Payment by Visa/Master/American Express card click on the register now link
- 2 Check: Kindly make the check payable to NetZealous DBA GlobalCompliancePanel and mailed to 161 Mission Falls Lane, Suite 216, Fremont, CA 94539, USA
- 3 PO: Please drop an email to support@globalcompliancepanel.com or call the our toll free +1-800-447-9407 for the invoice and you may fax the PO to 302 288 6884
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### What You will get

- 1 Learning Objectives
- 2 Participation certificates
- 3 Interactive sessions with the US expert
- 4 Post event email assistance to your queries.
- 5 Special price on future purchase of web based trainings.
- 6 Special price on future consulting or expertise services.
- 7 Special price on future seminars by GlobalCompliancePanel.
- 8 Seminar Kit – includes presentation handout, ID card, brochure, trainings catalog, notepad and pen.
- 9 Networking with industry's top notch professionals

### Contact Information: Event Coordinator

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Kindly get in touch with us for any help or information.

Look forward to meeting you at the seminar

**GlobalCompliancePanel**