



### **Comprehensive Project Management Workshop in New York City**

**Nail Your Project Every Time**—Delays, cost overruns, or quality problems can wreck your project. **Keep it on course** with this 5-day overview of project management. Aligned with PMI’s PMBOK, this workshop helps you master the entire project management process. You’ll gain skills and in-depth knowledge that prepare you for the next level: the Project Management Professional certification.

#### **You Will Learn How To:**

- Manage projects with confidence
- Avoid dangerous shortcuts and omissions
- Monitor risks and correct trouble spots
- Put together a solid team and effective documentation
- Pave the way for achieving PMP® status

#### **You’ll Also Receive:**

- A complimentary copy of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5th Edition, by PMI—a \$65.95 value

#### **How You Will Benefit**

- Learn all aspects of project management from the perspective of the PMBOK Guide
- Acquire necessary prerequisite knowledge to enter a PMP Exam Prep training program
- Achieve competence in the 10 project management knowledge areas and five process groups
- Master the 47 competencies outlined in the PMBOK Guide
- Learn the techniques of documenting project risks, assumptions and constraints
- Become skilled at identifying and performing stakeholder analysis
- Learn how to develop a WBS and create a project charter
- Get skills to determine the critical path of a project
- Learn how to staff your project for optimum results
- Become skilled in executing, monitoring and controlling the tasks defined in your project plan

## What You Will Cover

### DAY 1

#### Examining the Project Management Framework

- Exploring characteristics of projects
- Reviewing project management terminology
- Considering environmental influences

#### Reviewing the Project Management Body of Knowledge

- Describing the project management process groups
- The project management knowledge areas
- Project management competency standards

#### Initiating the Project

- Using project selection methods
- Defining project scope
- Documenting project risks, assumptions and constraints
- Identifying and performing stakeholder analysis
- Evaluating the project charter

### DAY 2

#### Planning the Project

- Defining and recording requirements, constraints and assumptions
- Identifying project team members and defining roles and responsibilities
- Creating the work breakdown structure (WBS)
- Developing the change management plan
- Identifying risks and defining risk strategies
- Obtaining plan approval
- Conducting the kickoff meeting

### DAY 3

#### Executing the Project Plan

- Executing the tasks defined in the project plan
- Ensuring a common understanding and setting expectations
- Implementing a quality management plan
- Executing approved changes, actions and workarounds
- Improving team performance

### DAY 4

#### Monitoring and Controlling the Project

- Measuring project performance
- Verifying and managing changes to the project
- Ensuring that project deliverables conform to quality standards
- Monitoring all project risks

## DAY 5

### Closing the Project

- Obtaining final acceptance for the project
- Getting financial, legal and administrative closure
- Releasing project resources
- Creating and distributing a final project report
- Archiving and retaining project records
- Measuring customer satisfaction

### Who Should Attend

Project managers, program managers, and project team leaders who have several years of experience initiating, planning and managing projects, and project team members who are interested in enhancing their career by preparing to become a certified PMP.

**Prerequisite:** This course requires you to have basic knowledge and experience in project management. Huritt Global Business School recommends that you take our short 6-week online course: Project Management Fundamentals or Project Management Applications before enrolling in this seminar.

### DATES:

Jan 11, 2016 - Jan 15, 2016  
Mar 14, 2016 - Mar 18, 2016  
May 9, 2016 - May 13, 2016  
July 25, 2016 - July 29, 2016

**VENUE:** 1601 Broadway, New York, NY 10019. U.S.A

**Course Fees:** \$8,750 USD

### The fee covers:

- Economy Class Return ticket
- Accommodation
- Tuition, Course Materials
- Certificate
- Catering during classroom program hours
- Transportation to and from classroom venue during classroom program hours
- Educational-Tourism

### Applying for the Workshop Program:

To apply for participation, it is recommended that all applications be received at least two months before program start date.

Programs often fill to capacity and so early registration is strongly encouraged.

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Early payment of course fee is essential to facilitate the release of invitation letters and other documents for visa processing. Please note that it takes an average of 3 weeks to process visa.

Reservation is confirmed only on payment of course fee. Our standard policy is to receive all course payments 8 weeks before the commencement of training for participants that need visa, and 4 weeks for those that do not need visa.

Training package includes workbooks; reference materials; Airport pick-up; assisting with hotel bookings and transportation to training venue, workshop materials as well as group breakfast & Lunch.

Participants arranging for their own air travel to/from, will receive a discount of \$700 from the program fee of \$8,750.00. Also, Participants who arrange for their accommodations get a \$500 from the program fee of \$8,750.00

### **Transfer, Cancellation and Refund Policy**

You may transfer to a future session, send someone to take your place or cancel without penalty at any time up to 4 weeks prior to your program. If you provide HGBSE with less than 4 weeks' notice or fail to attend, you will be liable for the entire program fee.

We appreciate that this is an important investment for you and would like to accommodate your needs the best we can. Therefore, while in New York please call + 646-405-5252 or email [hurittnyc@hurittglobal-edu.com](mailto:hurittnyc@hurittglobal-edu.com)

Please note: Registration fees and workshop schedules are subject to change without notice.

Call 0909-307-7218 for Registration and Payments.

**Huritt Global Business School for Entrepreneurship offers this Workshop in collaboration with Manhattan Institute of Management and American Management Association.**