

OPEN TO WORK  
TEAMS &  
INDIVIDUALS

# MANAGING PROJECTS EFFECTIVELY

Course Dates:  
Tuesdays,  
March 6 & 13, 2007  
\* attendance is required for both days

**Time:**

8:00 a.m.— 4:00 p.m. both days

**Location:**

County Government Center  
1055 Monterey Street  
1st Floor, Rooms 161 & 162  
San Luis Obispo

**Facilitators:**

Gary Hicklin, AA, CBA, PMP  
Sharon Anderson, MSIA, PMP

**Cost:**

No registration fee to County employees.  
150.00 for non-County employees

**REGISTER NOW!**  
Limited space is available.

Email: All reservations are to be made through the Employee University email address.

[EmployeeUniversity@co.slo.ca.us](mailto:EmployeeUniversity@co.slo.ca.us)

**Rapid change brings a greater need for projects. When there is a growing need for projects, then there is an ever increasing need for people who understand how to run them effectively.**

***Managing Project Effectively*** will teach you the basics of the art and science of project management and give you practical methods and tools for increasing project success.

**Initiation: Why do the project?**

- Define the problem and desired state
- Writing project statements
- Determining project objectives
- Collecting facts
- Justifying the project

**Monitoring: How do I manage tasks and keep things moving forward?**

- Overview of Microsoft Project
- Change control strategies
- Other templates for project mgmt.

**Planning:**

- Estimating a budget for the project
- Determining the work breakdown structure
- Preparing a project schedule
- Assessing project risk

**Evaluating:**

- Project wrap-up
- Lessons learned templates and surveys

**CANCELLATION POLICY:**

If you need to cancel your registration for an E.U. Class, please do so via email two weeks prior to the class date to avoid the \$50.00 cancellation fee. If you can find an employee in your department to take your place, email the change in attendees and the cancellation fee will be waived.

