



The Center for Advanced Engineering & Research

Introduction to Project Management One Day Seminar Friday, March 29, 2013

Overview of Seminar -

Project management is recognized as a vital skill set for many engineering and management positions, not just those with the title of "project manager". This one day course will provide a solid introduction to the field of project management, with a special emphasis on the role of project management for the engineering professional. The student will review the course content from the perspective of projects from their own organization and will be introduced to tools and techniques that can be used every day to manage real projects.

Who should take this course?

This course is for anyone interested in learning more about formal project management techniques, including project managers, project team members, functional managers and those on a career track into managerial positions. _

Course Objectives

By the end of the class students will be able to:

- Understand and use basic project management terms
- Produce improved project plans
- Reduce project risk
- Define the complexity of a project
- Have more success in completing projects on-time and under budget
- Utilize project management techniques to better manage projects
- Present a more organized and professional management style

Course Content

- Definitions of Projects, Programs and Portfolio Management
- The Process of Project Selection
- Project Management:
 - Introduction to the five PM process groups
 - Introduction to the nine PM knowledge areas
 - Project Planning
 - Project Execution
 - Project Monitoring and Control
 - Project Closing

Seminar Details -

Date: Friday, March 29, 2013

Time: 8:30 A.M. - 4:30 P.M.

Seminar Fee: \$ 295 - Per Person. The fee includes light refreshments and lunch.

Registration: Space is limited and pre-registration is required. Click [here](#) to download registration paperwork. Please relay any registration paperwork and questions to [Heather Baum](#), Administrative Coordinator.

Registration Deadline: Friday, March 22, 2013

Continuing Education: 8 Professional Development Hours.

Note: *Virginia has recently instituted continuing education requirements for Professional Engineers. Engineers who renew or reinstate their licenses after March 31, 2010 will be required to meet the new PDH requirements. The law provides that PEs must complete 16 PDH in the two years immediately preceding their license renewal.*

Seminar Location: The Center for Advanced Engineering & Research - Classrooms 216 A&B. Our physical address is: 1173 Research Way, Forest, VA 24551. Click [here](#) for driving directions to the CAER.

About our Instructor - Phil Hamlett

[Phil Hamlett](#) is currently employed as an Information Technology Project Manager with the Babcock & Wilcox company in Lynchburg, Virginia. With over 22 years of professional experience, Phil has held numerous roles in information technology, project & formal management and process improvement. In his early career he worked as an application developer, performing development work on numerous technology platforms including client-server, mid-range, web and

telephony. Recent roles include: Six Sigma Black Belt for General Electric and manager for an operations intelligence team in a Genworth Financial domestic call center. He has served as adjunct faculty in IT and Project Management at Central Virginia Community College for the last 14 years. He is a Project Management Professional (PMP) and possesses a BS degree in Management Science from Virginia Tech and a Masters in Administration from Lynchburg College.

To learn more about Phil, click [here](#).

For additional information please contact:

Bob Bailey
Executive Director, Center for Advanced Engineering &
Research
E-Mail: bbailey@caer.us
Phone: (434) 477.5060



A member of Virginia's Region 2000 Partnership