



# Project Management Essentials

28 Hrs

## Planning, Directing & Controlling Resources

Project management has become an essential element in determining business success, and it not just for engineers and MBAs. Today, in addition to our regular jobs most of us are expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This 28-hour program will give you a deeper understanding and appreciation for the most current thinking about project management and the tools to manage projects more effectively.

### How You Will Benefit:

- ❖ Understand what is meant by a project.
- ❖ Appreciate and use the concepts, techniques, and decision tools available to project managers.
- ❖ Increase awareness of potential conflicts and problems that can occur on projects.
- ❖ Have methods for keeping the team focused and motivated.
- ❖ Recognize what steps must be taken to complete projects on time and on budget.

### What You Will Cover:

- Defining Projects
- Project life cycle
- Project organizing structures
- Proof of need: project selection matrix
- Initiating your project
- Preparing the Charter and SOW
- Project planning: goals and constraints
- Work breakdown structure
- Project risks and contingency planning
- PERT, CPM and Gantt tools
- Budgets
- Controlling the project
- Developing and managing teams
- Team meetings
- Communication tools
- Closing out a project
- Project presentations

### What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized notebook
- A personalized project workbook
- Personalized certificate of completion
- PMI PMBoK

### Instructor: Ted Mayeshiba

*Mr. Ted Mayeshiba has over 35 years of experience in project management, industrial engineering and facility management. His project management experience includes work in the private and public industries managing engineering staff, relocations, EHS Superfund cleanup sites, new construction and tenant improvement. He has worked as a Manager for Becton Dickenson, Hughes Aircraft, the City of South Gate and others. Ted has also taught graduate level Project Management at the University of Southern California (USC). He holds a Bachelor's degree in Industrial Engineering from Kettering and a Master of Business Administration degree from USC Marshall School of Business.*

**Employment Training Panel (ETP) Cost: \$250.00 per employee\***

**Non-ETP COST: \$725.00**

#### WHEN:

**Tuesdays  
4:00 pm to 8:00 pm  
Nov. 3, 2015 – Dec. 15, 2015**

#### WHERE:

**College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA Room TBA**

**For more information or to register, please contact Sherie Arnold  
at 661.362.5657 or [sherie.arnold@canyons.edu](mailto:sherie.arnold@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$250 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.