Projects help organizations move forward. Anyone who oversees a project is responsible for delivering high quality, without compromising cost and deadline. This requires skill in project management. Whether your title is “Project Manager” or not, if you are responsible for a project, this course is for you!

**TOPICS INCLUDE:**

- Project management tools
- Cost/benefit analysis
- Identifying project goals and objectives
- Creating the project team
- Scheduling a project
- Developing key performance standards
- Managing the team's progress
- Measuring outcomes and results
- Moving on to the next project
- The supervisor's role throughout the process

This six-hour course is delivered in two three-hour sessions and examines how to map out and set-up basic project and process management strategies to improve productivity and outcomes.

* Instructor: Michael P. Toothman  
  Executive Director, ProjectDriven, LLC

* Cost: $175

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**TIME**

9:00 a.m. - 12:00 p.m. (all sessions)

**LOCATION**

UNEX, Suite 6, 1200 University Avenue (all sessions)

Registration is required through the UC Learning Center (LMS).