

University of Colorado Denver – Continuing Engineering Education Program
Non-Credit/Professional Development Offering
ESSENTIAL PROJECT MANAGEMENT
FALL 2014 – NCES 8973 2147

REGISTRATION DEADLINE

On Time, if received by the CEEP Office by Tuesday, December 2, 2014, before 5pm
(this is two weeks before the course start date)

ESSENTIAL PROJECT MANAGEMENT COURSE SCHEDULE

Tuesday, December 16 – Morning Portion

Define Project
Explain Project Lifecycle
Emphasize Importance of Sponsorship
Understand Project Charter Process
Design Team Contract
Analyze Project Tasks and Sequence

Tuesday, December 16 – Afternoon Portion

Allocate Budget and Resources
Schedule Project and Identify Critical Path
Analyze the Impacts of Changes on Projects
Assess Project Risks and Impact on Outcomes
Implement Effective Communication Path
Explain Importance of Closing-Out a Project

WHAT THIS COURSE IS ALL ABOUT

In today's fast paced environment, people are doing more with less. Since many employees now wear several different hats, they need to manage their tasks and time more efficiently. Management expects projects to run faster, cheaper, and better than before. The Essential Project Management course gives participants the skills, tools, and methodologies to successfully manage such projects. This is an introductory course for coordinators, managers, team leaders, project managers, and anyone interested in or responsible for the cost, schedule, and/or scope of any project.

WHERE THE VALUE IS IN THIS COURSE

As well as providing additional problem and solution practice, we supply a committed setting for developing professional relationships with other highly qualified students, which in-turn creates study groups for even further comprehension. Overall, our students establish a deeper understanding of the type of projects, assignments, and/or missions presented to project leaders and managers. We teach our students how to apply extremely valuable knowledge, concepts, plus tools and techniques for establishing and completing plans.

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YOUR INSTRUCTOR AND CREDITIALS

Tiffany Dahlberg, PMP, President of Ready2ACT, has over 25 years experience in project management, process improvement, organizational communication, change/adjustment management, as well as training. As an internal consultant and trainer, she contributed to the success of organizations, such as: TIAA-CREF, PRIMESTAR (now DirecTV), the Arvada Center of Arts and Humanities, and AT&T. Her client list includes Time Warner Cable, Dish Network, Wells Fargo, Newmont Mining, and the U.S. Forest Service. Ms. Dahlberg earned the B.A. from Montana State University in Billings, and her M.A. in Organizational Management from the University of Phoenix. She is an active member of the American Society of Training and Development, Vistage (formerly The Executive Committee), as well as the Project Management Institute.

WHAT OUR PREVIOUS STUDENTS ARE SAYING

(following statements come directly from our course/instructor/CEEP evaluations)

- The Project Charter and Project Closeout topics were excellent.
- Being able to apply curriculum to daily experience was awesome.

COURSE SCHEDULE AND LOGISTICS

Tuesday, December 16, 2014; From 9:30am to 5:30pm with a one-hour lunch break; Held at the Auraria Campus in Downtown Denver; Detailed Building and Classroom assigned/announced to enrolled students one week before start date.

TUITION AND INCLUSIONS

Early Registration Pricing – \$595.00 (\$795.00 if registering after the December 2nd deadline):

- All necessary course materials (instructor's presentations, notes, problems/solutions, contact information, and much more)
- Seven (7) hours of in-class instruction
- Students who attend the entire day, earn a Passing Grade, 0.7 Continuing Education Units (CEU) and 7 Professional Development Units (PDU); Sign-In on attendance roster required
- Students earning a Passing Grade, receive a large plaque with their Certificate of Attendance from the Continuing Engineering Education Program

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DISCOUNTS AVAILABLE

(we will not combine any other offers or promotions, and one discount per person, per semester)

- **\$100 Discount** for any University of Colorado Students, Alumni, Faculty, or Staff on any CEEP enrollments (CEEP verifies eligibility)
- **\$100 Discount** for any U.S. Veteran (provide a DD214 proof of service)
- **\$100 (\$50 per course) Essential Power Discount** for any student registering for both our Essential Project Management (NCES 8973) and our Essential Business Analysis (NCES 8983) together

CEEP COURSE REGISTRATION PROCEDURE

1. Obtain CEEP Registration Form:
 - a. Online at www.UCDenver.edu/CEEP
 - b. Contact CEEP Office
 - i. Ph: 303-556-4907 (call me and I can help you); Toll Free: 1-877-859-7304
 - ii. Em: Heidi.Utt@UCDenver.edu (email me any of your questions or concerns)
 - iii. Loc: Auraria Campus, North Classroom Bldg., Room #3024 (come visit me at 1200 Larimer St., Denver, CO. 80204)
2. Complete CEEP Registration Form (sign it), and return to Heidi Utt before the registration deadline of Tuesday, December 2, 2014 at 5pm

Register Early and Save Your Seat in Class: Registration Forms reserve your seat in a course, like an RSVP. Once the course begins, CEEP will then process all registrations with the University Registrar and all accompanying tuition payments with the University Bursar.

Do Not Procrastinate: Our courses do fill-up and there is limited seating. If you choose to wait until the last-minute to register, you may be placed on a waitlist and/or unable to join.

Registering After Deadline: We add a \$200 Late Registration Fee to any registrations received after the December 2, 2014 at 5pm deadline.

Cancellations and/or Substitutes: Students who wish to drop/withdraw from any CEEP course must do so in writing by submitting a Schedule Adjustment Form (First, contact CEEP/Heidi); this must take place at least one week before the course begins. Please choose wisely; students do not receive refunds once a course officially begins. Students can send a substitute and/or transfer their registration to another individual; this must take place at least one week before the course begins, and a new registration form needs to be filled-out.