

# PROJECT MANAGEMENT BASICS – VIRTUAL EDUCATION SESSION



## UPCOMING CLASSES

**Tuesday, March 15 & Wednesday, March 16 @ 9:00am-1:00pm**

**Tuesday, April 12 & Wednesday, April 13 @ 1:00pm-5:00pm**

*Do you manage projects or special events as part of your responsibilities at work?*

*Is project management one of the skills you have heard of but don't know much about?*

*Did you know that applying project management techniques could help you and your company run projects more effectively and with greater success?*

**If you answered “yes” to one or more of the above questions, please consider joining us for this educational session. Its goals are to:**

- Understand how to identify a “project” and collect the information needed to begin working on it.
- Introduce attendees to the principles of project management, along with tools, techniques and templates that can be used to help you work more effectively on a project.
- Provide attendees with the opportunity to gain exposure to project management concepts and terminology through the use of not just a project management guidebook, but also interaction with an instructor and hands-on exercises.

**Who is the learning session geared towards?**

- Individuals and/or teams that would like to improve how they manage projects and improve their chances for delivering successful results to their organizations.
- No prior experience with Project Management is required.
- ***Note: Organizations that deliver youth and nonprofit/NGO related programs & services are eligible to register for these education sessions. If your organization does not satisfy these criteria, we are sorry that we cannot deliver these specific education sessions to you at this time.***

**Learning Objectives:** By the end of the training session, attendees will:

- Have obtained a basic understanding of project management concepts, terminology and organizational steps.
- Be able to explain how a project manager and team can manage a project from conception to conclusion and meet stakeholder expectations by effectively defining a project, organizing the work, creating a plan and working the plan to a successful conclusion.
- Be in a position to start to hone the skills learned in the training session in order to lead and manage successful initiatives.

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**Cost:** No out of pocket cost to the trainees or their organization for the training session or follow up call with the instructor. If a PMI Buffalo volunteer mentor is assigned to the organization, their services will be provided on a gratis basis without any expectation for remuneration.

## Learning Session Format & Scope:

- This virtual training session will be delivered in two 4-hour sessions on consecutive days.
- Its format will be a combination of instructor presentation and attendee participation in exercises.
  - o Note: The instructor(s) will possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI).
- The instructor(s) will make a follow-up call to each attendee, or organization, to answer questions and provide guidance.
- There is the possibility of having a PMI Buffalo, NY Chapter volunteer assigned to mentor organization(s) on a real life project. The extent of the mentor's involvement with the project and organization will be mutually agreed upon by both parties.

## Attendee Responsibility:

- Have internet access and PCs with video and audio capabilities that permit them to attend the virtual training session.
- Print the training guidebook provided by the PMI Buffalo, NY Chapter in advance, so that it may be referenced in the training session.
- Provide an evaluation and feedback on the training session content and presentation effectiveness.
- Provide an evaluation and feedback on the effectiveness of the PMI Buffalo, NY Chapter volunteer mentor, if a mentor is requested and assigned for the attendee's organization.

**Future Certification:** The training session time commitment of 8 hours can be applied toward the training requirements for the following Project Management Institute (PMI) certifications:

- PMI Certified Associate Project Manager (CAPM) - 23 hrs. formal education required
- PMI Project Management Professional (PMP) - 35 hrs. formal education required

(Refer to PMI at <https://www.pmi.org> for the complete requirements of all PMI professional certifications.)

To register for a class, go to <http://www.pmibuffalo.org> and scan through the events listing on the right hand side of our home page.



Please contact [pm4np@pmibuffalo.org](mailto:pm4np@pmibuffalo.org)  
with any questions.