

Course Description	Reston Center	Annandale Center For Employee Development
<p>Fundamentals of Project Management Learn about a structured approach to managing projects, enabling completion on time, within budget, and conforming to customer requirements. These traditional practices are used worldwide for projects of all sizes. With limited budgets and time constraints, businesses find that the use of proven project management processes is crucial. Planning is the key factor to the success of any project. You'll review the five phases of a project, and a checklist of items for preparing templates.</p>	<p>Instructors: Michael Van Dyke Michael Sands</p> <p>Thurs. and Fri., Sept. 25 & 26 9:00 a.m. – 5:00 p.m. 2 Sessions, \$535 Reston 2</p> <p>BUSC 1557-01L 14 PDU's</p>	<p>Instructors: Michael Van Dyke Michael Sands</p> <p>Thurs. and Fri., Nov. 6 & 7 9:00 a.m. – 5:00 p.m. 2 Sessions, \$535 BUSC 1557-02N 14 PDU's</p> <p>Instructor: S. Leigh Geiger Mon., Oct. 20 – Nov. 6 6:00 – 9:30 pm New! 2 Sessions, \$535 BUSC 1557-01N 14 PDU's</p>
<p>Quality Management & Assurance Determining the quality characteristics of the product or services to be delivered to the customer is key to successful project management. Quality is understanding, controlling and delivering what the customer wants within the allocated budget and schedule. Learn about the basic principles of quality management, quality assurance and quality control, as well as the relationship of these principles to the quality attributes defined in commercial models SEI/CMM, ISO 12207 and ISO 9000. Topics: how to identify, collect, document, measure, report and control quality attributes; prepare for and conduct audits, reviews, assessments, verifications and validation; what is contained in a quality plan, and how to execute and report on quality assurance and control activities.</p>	<p>Instructor: Michael Sands</p> <p>Thurs., Dec. 11 9:00 a.m. – 5:00 p.m. 1 Session, \$315 Reston 2</p> <p>BUSC 1523-01L 7 PDU's</p>	<p>Instructor: Michael Sands</p> <p>Fri., Oct. 3 9:00 a.m. – 5:00 p.m. 1 Session, \$315</p> <p>BUSC 1523-01N 7 PDU's</p>
	<p>Team Dynamics: Participation, Facilitation & Management Corporations, organizations, and small businesses all have teams, and the "team" can make or break a business. You'll learn how teams function, including individual and group behaviors, roles, and relationships. You'll become aware of the individual's responsibilities and the seven team behaviors that create a Trust-Motivated Environment. You'll explore methods to create effective "distance" teams to meet the demands of today's cyber business relationships and create an action plan to improve or enhance your own business team.</p>	<p>Instructor: Michael Van Dyke</p> <p>Thurs. and Fri., Oct. 30 & 31 9:00 a.m. – 5:00 p.m. 2 Sessions, \$535 Reston 2</p> <p>BUSC 1558-01L 14 PDU's</p>
<p>Effective Process Definition and Metrics Management by process provides the tools to control the reactive changes that are inevitable in any undertaking, as well as the information needed to measure process execution in quantifiable terms (metrics) to optimize resource usage. Topics: identify needed processes, establish a mapping to the enterprise, define and capture the execution parameters, establish methods for controlling changes to a baseline process, and effectively implement and track change as part of a continuous improvement program.</p>	<p>Instructor: Elizabeth McQueen</p> <p>Thurs., Oct. 9 9:00 a.m. – 5:00 p.m. 1 Session, \$315 Reston 2</p> <p>BUSC 1556-01L 7 PDU's</p>	<p>Instructor: Elizabeth McQueen</p> <p>Tues., Dec. 2 9:00 a.m. – 5:00 p.m. 1 Session, \$315</p> <p>BUSC 1556-01N 7 PDU's</p>
<p>Project Management Communications Effective projects require planning, delivery of goods or services, and evaluating the results. Gathering and sharing information among project participants is the cornerstone of efficient project coordination. Learn about communication requirements and strategies for effective project management including communication planning, scope statements, resource and contract administration, and performance reporting. Through discussion, case study, and role-playing, you'll review and practice communication skills to enhance overall project management.</p>	<p>Instructor: Michael Van Dyke</p> <p>Mon., Nov. 10 9:00 a.m. – 5:00 p.m. 1 Session, \$315 Reston 2</p> <p>COMM 1919-01L 7 PDU's</p>	<p>Instructor: Michael Van Dyke</p> <p>Mon., Oct. 20 9:00 a.m. – 5:00 p.m. 1 Session, \$315</p> <p>COMM 1919-01N 7 PDU's</p>
<p>Risk & Change Management Understanding how to manage changes and the risk associated with or without change is an art. This course embraces not only the technical aspects of risk and change, but also the people aspect. Technical topics include risk identification, quantification, response development and control, configuration management, change control boards, process and metrics, and change verification and validation. Personnel topics include acknowledging change, understanding how people find change stressful, timely updating of policies and procedures to reflect change, and ensuring communication throughout the project.</p>	<p>Instructors: Michael Van Dyke Elizabeth McQueen</p> <p>Thurs. and Fri., Nov. 20 & 21 9:00 a.m. – 5:00 p.m. 2 Sessions, \$535 Reston 2</p> <p>BUSC 1522-01L 14 PDU's</p>	<p>Instructors: Michael Van Dyke Elizabeth McQueen</p> <p>Thurs. and Fri., Sept. 11 & 12 9:00 a.m. – 5:00 p.m. 2 Sessions, \$535</p> <p>BUSC 1522-01N 14 PDU's</p>
<p>To Register</p>	<p>Online at: www.nvcc.edu/loudoun/continuing Or Call: (703) 450-2551</p>	<p>Online at: www.nvcc.edu/annandale/continuing Or Call: (703) 323-3168</p>

Project Management Certificate Program



Convenient:
Classes offered at our
Annandale and Reston
locations.

Affordable:
On average NVCC registration
costs 50% less than project
management training available
at other providers.

Target Audience:

This non-credit CEU/PDU training series is for project managers, team members and other professionals who want to learn foundational project management theories and techniques to complete projects on time and on budget. This series can help prepare candidates for the PMP® certification examination and also provides PDUs which are required for PMP® re-certification.

The course curriculum explores in detail the following topics:

- Fundamentals of Project Management
- Quality Management and Assurance
- Team Dynamics: Participation, Facilitation, and Management
- Effective Process Definition and Metrics
- Project Management Communication
- Risk and Change Management

**Fall 2008
Semester
Enrolling Now!**

Program participants develop skills that will allow them to meet the project management challenges in their organization. Participants also gain a thorough understanding of the Project Management Body of Knowledge (PMBOK).

For registration information, see reverse.
Questions? Contact Veronica Ortiz, vortiz@nvcc.edu
NVCC Workforce Development Group, (703) 323-3415