



FALL 2018

Project Management Basics

Project Management is a key workplace skill for managers, team leaders, and members of a project team that has significantly increased in importance and recognition in the recent years. Projects are the primary mechanism for organizational transformation and improvement, and the concepts and tools of Project Management can be applied across all business areas, including non-profit and government sectors.

This two-day course will provide the basic concepts of Project Management to help participants build their skills to plan and manage their own successful projects as well as be effective leaders and valuable team members of large projects.

Participants will receive a training certificate of completion after successful completion of the course.

SEMINAR TOPICS INCLUDE

- What is a Project? Key Concepts
- The role of a Project Manager
- Initiating a Project (e.g., Chartering a Project, Stakeholder Identification and Analysis)
- Planning a Project (e.g., Project Objectives, Deliverables, Responsibility Assignments, Project Budget)
- Executing a Project (e.g., Direct and Manage Project Work)
- Monitoring a Project (e.g., Status Meetings, Status Reporting, Managing Project Risk)
- Closing a Project (e.g., Close Project or Phase)
- Trends and Emerging Practices (e.g., Agile Project Management)

WHO SHOULD ATTEND?

- Working Professionals who would like to increase their knowledge and understanding of Project Management
- Those who would like to become more effective leaders
- Everyone who would like to take advantage of this growing area in popularity and importance

CLASS SCHEDULE

December 4 & 5, 2018 • Tues & Wed
8:30am - 4:00pm

Location: TBA (UH Mānoa Campus)

Fees (textbook included):

- \$669 (Early Bird)
- \$679 (Regular)

Instructor:

Glenn Hamamura, PMP, is the principal of Systems Excellence LLC, a Hawai'i based consulting firm. Besides holding the Project Management Institute's PMP certification, he is also a PMI Agile Certified Practitioner, a SCRUM Master, and a Stanford Certified Project Manager.

TO REGISTER, VISIT

outreach.hawaii.edu/professional
or call 808.956.9249

Course details are subject to change.