**Project Management Tools & Techniques**

***Date and Time***

Thursday, Sept 20th, 2018 - Thursday, Sept 27th, 2018

8:00 AM MST

***Location***

ECA Learning Center: 10215 - 176 Street, Edmonton, AB  T5S 1M1

***Fee***

**ECA Members $600 (+GST) , PMI Members $600 (+GST)**

**Non-Members $780 (+GST)**

***PDUs***

**Attendees of the workshop will earn 14 PDUs over the two days**

***Description***

This interactive, 2-day workshop introduces participants to theFive-Step Project Management Approach: Define, Plan, Execute, Control, and Close.

The instruction, exercises, and group work are designed to give participants hands-on practice using critical project-management tools and techniques – techniques that can be immediately applied to participants' real-life projects. Participants will also build communication skills that will increase their effectiveness leading project teams.

Over the two days, participants will build up a **Project Management Toolbox**: a collection of checklists, forms, and schedules that will enable them to plan and execute any project, regardless of its type, size or complexity.

***By the end of the workshop, participants will be able to:***

1. Write a project charter
2. Develop project management plan including subsidiary plans
3. Write a project scope statement
4. Create a four-level work breakdown structure
5. Carry out execution and control activates
6. Close the project

***Who Should Attend***

The workshop is designed for new and intermediate project managers, project team members, site and field personnel, and supervisors. It would also be of benefit to anyone interested in moving into a project management role.

***The workshop instructor***

Dr. Sami Fahmy is founder and president of the Performance Excellence Institute, a consulting firm dedicated to teaching and supporting the latest and most advanced approaches to Project and Construction Management. Dr. Fahmy is a Civil Engineer by education and a Project Manager by education and training.



He has 40+ years of PM practical experience covering a wide range of Project Management and technical areas, including 30 years with Public Works and Government Services Canada, where he led and oversaw the training of Project Managers.

Dr. Fahmy's enthusiasm for teaching makes him a highly informative, interactive, and entertaining educator. He is one of Alberta’s most in-demand construction educators. He has taught courses (including courses at the graduate-level) for NAIT, the University of Calgary, and the University of Alberta; and he is a Global Registered Educational Provider with the Project Management Institute (PMI).

**For more info about the workshop, please**

**Call Dr. Sami Fahmy @ 780 990 9943 or visit www.peii.ca**

**To Register**

<https://www.edmca.com/networking/event-details/?EventID=397>

**or call Jessica at 587 773 0899**