



### DATES

August 9, 10, 16, & 17, 2019  
Fridays and Saturdays  
8:30 am - 4:30 pm

### PROGRAM FEE

Php 32,000.00 (Early Eagle Rate  
until Jul. 26)  
Php 38,800.00 (Regular Rate)

### HOW TO REGISTER Online

[www.cce.ateneo.edu](http://www.cce.ateneo.edu)

### Email

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### Call

(+632) 8302042

*Schedules and prices may  
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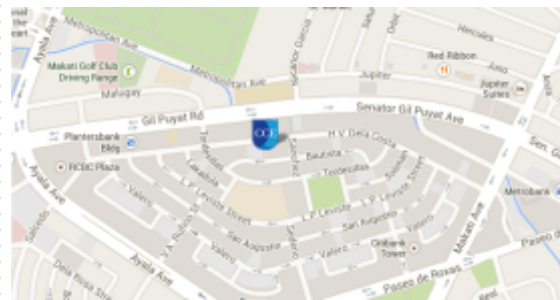
## The Accidental Project Manager

### Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

### Venue:

Ateneo de Manila University - Salcedo Campus  
3/F Ateneo Professional Schools Bldg.,  
130 H.V. Dela Costa St., Salcedo Village,  
Makati City, Philippines



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May 14, 2019



ATENEO DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS



technology, quality & operations management

# The Accidental Project Manager



CCE CENTER FOR CONTINUING EDUCATION

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Technical and functional managers of today are being pressured to take on the challenges of Project Management. This program is designed to give you an accelerated understanding of the practice. The program will help you navigate and survive the transition from technical and/or functional manager to a project manager.

This 4-day workshop has identified the minimum requirements that are necessary to use The Project Management Institute (PMI)® Project Management Body of Knowledge (PMBOK)® Guide as a simple tool for project managers.

This Project Management Workshop may be the best-designed, most easily understood project management workshop on the market today. Project managers will welcome this fresh translation of jargon into ordinary English.

## The Accidental Project Manager

### objectives

After the course, you will:

1. Learn the basics of Project Management Framework;
2. Learn how to use techniques and tools for the Project Management discipline; and
3. Learn how to develop Statement of Work, Work Breakdown Structure, and Close-outs/Audits.

### professional development units

As a Registered Education Provider (REP), the Ateneo Center for Continuing Education (CCE) can award professional development units (PDUs) to Project Management Professionals (PMP)®.

As a PMP®, PMI® requires you to attend sixty (60) hours of professional development activities within three (3) years.

By attending the *Accidental Project Manager*, you get to learn from the experts, exchange ideas with fellow classmates, and earn 26 PDUs.

PMI, PMBOK, and PMP are registered marks of the Project Management Institute, Inc.

### who should attend

Individuals who need to strengthen their project management skills, new project managers, project team members, project sponsors, project proponents, new product development, project managers who need refresher course on project management knowledge, processes, competencies and tools.



### resource persons

**MS. AVERY BANTA** is one of the faculty members conducting diploma and certification programs in Project Management. She is currently the Human Resources Business Partner of Globe Telecom. Prior to this, she has also worked with DHL Express and Guthrie Jensen Consultants.

Ms. Banta earned her Bachelors degree in Mass Communication major in Communication from the University of the Philippines. She also has a Masters degree in Business Administration. She is a certified Change Management trainer in various workshops such as Accelerating Change and Transition from Greenwich Company, Canada; Profilor Leadership Assessment by Profilor International, Singapore; and Up Your Service by Ron Kaufman. She is a certified Project Management Professional and Six Sigma Green Belt.

**MS. CLARINDA DE LA PAZ** is currently a freelance Consultant, Facilitator, and Trainer working with different facilitation and learning companies. She was formerly with AXA Philippines as Head of the Continuous Improvement team under the Transformation and Operations Division. Her team was composed of five units namely Data Analytics, Process Management, Training & Development, Quality, and the Project Management Office (PMO).

Prior to this leadership role, she worked as the head for Customer Experience that focuses on transformation initiatives specifically for the customer, and the PMO where she was tasked to educate the PM Discipline as well as execute projects herself.

Her last stint in Globe Telecom's Corporate Project Management group allowed her to handle portfolio mix of both mobile and broadband services. Her primary task was to ensure on time delivery of products and services based on customer requirements within the allowed budget.

Ms. Dela Paz earned her Bachelor's degree in Economics from the University of the Philippines.

#### I. Introduction to Project Management

#### II. Project Selection Techniques

- A. Break-even point
- B. Return on Investment (ROI)

#### III. Concept Phase

Interpreting the project requirements from:

- A. Statement of Work (SOW)
- B. Specifications
- C. Contractual documents
- D. Developing a high level Work Breakdown Structure (WBS)
- E. Identifying project team skill requirements
- F. Providing input to the project charter

#### IV. Development Phase

- A. Develop project budget, schedule, and resource estimates from WBS
- B. WBS Construction
- C. Develop a precedence table from the WBS
- D. Develop a network using the Precedence Diagramming Method (PDM)
- E. Develop schedule using a Gantt chart

#### V. Implementation Phase

- A. Develop a change management process
- B. Monitoring against the project baseline
- C. PM Reporting

#### VI. Close-Out Phase

- A. Describe the project termination or close-out phase
- B. Determine and describe the project team's activities in completing the project requirements
- C. Describe the audit activities required to complete a project
- D. Describe and use a project close-out checklist