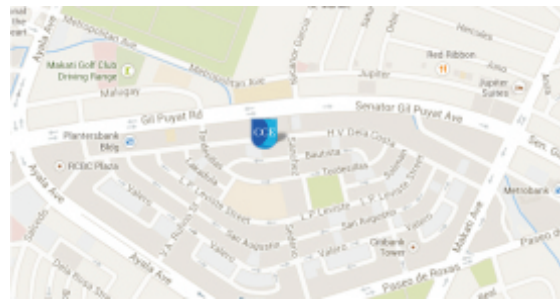## The Accidental Project Manager

Package inclusions:

- Program fee
- Soft copies of the materials only
- 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

DATES
May 22, 23, 29 & 30, 2020
Fridays and Saturdays
8:30 am - 4:30 pm

PROGRAM FEE
Php 32,000.00 (Early Eagle Rate
until May 8)
Php 38,800.00 (Regular Rate)

HOW TO REGISTER
Online
www.cce.ateneo.edu

Email
sales.cce@ateneo.edu

Call
(+632) 88302042

*Schedules and prices may
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February 19, 2020

ATENEO DE MANILA UNIVERSITY
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technology, quality & operations management

The Accidental Project Manager

CCE CENTER FOR CONTINUING EDUCATION

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.

program content

I. **Introduction to project management**
   A. Project vs operations
   B. Project, program, and portfolio
   C. Project constraints
   D. Functional, matrix, and projectized org structure
   E. Project life cycle

II. **Selection phase**
   A. Evaluating project desirability
   B. Prioritizing projects
   C. Creating a project charter

III. **Concept phase**
   A. Stakeholder management plan
   B. Communication plan
   C. Kick-off meetings

IV. **Development phase**
   A. Work breakdown structure
   B. Network diagram
   C. Gantt chart
   D. Resource diagram
   E. RACI / RASCI matrix
   F. Budget plan
   G. Risk management plan

V. **Implementation phase**
   A. Evaluating change requests
   B. Earned value analysis
   C. Project monitoring tools (Kanban board and project dashboard)

VI. **Close-out phase**
   A. Contract close-out
   B. Administrative close-out

VII. **10 Knowledge areas in project management**