

# Project Management

<b>DATE/TIME:</b>	<b>16 – 19 August 05 (0800-1600)</b>
<b>COST:</b>	<b>\$875 per person</b>
<b>DESCRIPTION:</b>	<p>Whether you are managing an office move, implementing a new accounting system or launching a special program initiative, effective project management skill are crucial for success. This course will help you organize a project, track costs and time expenditures, overcome obstacles and see the entire project through to completion.</p> <p>How You Will benefit:</p> <ul style="list-style-type: none"> <li>• Assess a project’s feasibility by defining specific requirements</li> <li>• Define measurable project objectives</li> <li>• Coordinate project task smoothly</li> <li>• Build an effective and successful project team</li> <li>• Monitor multiple assignments efficiently</li> <li>• Sequence your project properly and establish realistic project milestones</li> </ul> <p>What You Will Learn:</p> <ul style="list-style-type: none"> <li>• Effective scope, time and cost management</li> <li>• Sound project integration skills</li> <li>• Techniques for managing project quality</li> <li>• A process for evaluating a project’s human resources requirements</li> <li>• Tips for managing the communications aspects of a project</li> <li>• Techniques for managing project risk</li> <li>• How to manage project procurement</li> </ul>
<b>ELIGIBILITY:</b>	Professionals who manage major projects can benefit from this course.
<b>VENDOR:</b>	<b>USDA Pacific training Center, Graduate School</b> <b>900 Fort St. Mall Suit 1540, Honolulu, HI 96813</b> Please put vender’s name and mailing address on DD 1556, Block 19a & b.
<b>LOCATION:</b>	HRO (Build#1472) Classroom
<b>POC:</b>	Commander U.S. Naval Force, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182
<b>NOMINATION PROCEDURES:</b>	Submit DD 1556 via appropriate management chain and activity training coordinator to CNFJ, RTO N114 NLT <b>3 June 05</b> . <u>Payment for the course is a DD form with a line of accounting.</u> Payment by a credit card will be not acceptable.
<b>NOTE:</b>	Cancellation after deadline date are liable for payment.