

September 22 – 24, 2009 or November 17 – 19, 2009

Why You Should Attend

Take the guesswork out of project management! If managing projects to get results is important to your organization, you can't afford a seat-of-the-pants approach. Here are proven tools and techniques used by world-class companies to make their projects sizzle! With these methods, your projects will come in on time, on budget, and at the right level of performance.

This is not a theoretical, academic program, but a true nuts-and-bolts, no-nonsense approach to project management, taught by a seasoned project manager. Your instructor applies the latest methods of learning technology to accelerate your learning and increase your retention so you can apply these important tools. You'll see how all techniques relate to each other during five interactive exercises that simulate a project.

Attend and You'll Learn

- How to manage every aspect of a project to achieve schedule, cost, and performance objectives
- How to master the concepts and methods needed to manage resources efficiently to achieve project goals
- How to develop and coordinate the total project plan
- How to construct achievable project schedules using CPM, PERT, and bar charts
- How to develop valid estimates of resource requirements and costs by applying the Work Breakdown Structure (WBS)
- Why the WBS is the most important tool of project management
- Rules for developing the WBS
- How to use the WBS to estimate time and cost
- How to monitor and control project status using Earned Value Analysis and other methods
- How to avoid the ten most common causes to project failure
- How to get project team members to buy in, even when they don't report directly to you
- What you need for a viable project management system
- The Lewis Method® of project management

Instruction Provided by The Lewis Institute, Inc.



Dr. James P. Lewis has 15 years of industry experience as an electrical engineer and project manager, focusing on the design and development of communication equipment, and over 28 years of experience teaching seminars.

He has been conducting seminars worldwide and has trained more than 30,000 individuals since 1981. Widely recognized as one of the top writers on the subject, Jim has published ten books of his own. His Lewis Method® of managing projects has been adopted by thousands of managers. Jim has a B.S. in electrical engineering and a Doctorate in psychology, both from NC State University.

Attend and You'll Receive

- The book, *Project Planning, Scheduling & Control* (4th edition), by Dr. James P. Lewis
- A comprehensive 150-page workbook
- 2.4 CEUs or 18 PDU's
- Three networking luncheons
- A Certificate of Attendance

Who Should Attend

This seminar will benefit project managers whose jobs involve engineering, data processing, information technology, construction, research and development, manufacturing, maintenance, corporate planning, finance, marketing, and quality. The principles you'll learn can be applied to any kind of project.

Course Fee

\$1,395 - the first registration from your organization

\$1,275 - each additional participant from the same organization

10% discount available to SAU alumni

Course Schedule and Location

Check-in will take place from 8:00 – 8:30 a.m. on the first day, with classes beginning **promptly** at 8:30 a.m. and ending no later than 4:30 p.m. each day. Luncheons and refreshment breaks are included in the registration fee. The course will take place at the New Ventures Center located at 3rd Street and Ripley in Davenport, Iowa. You will receive a map, cancellation policy, hotel information with your confirmation via e-mail. If you have any questions, you may contact the St. Ambrose Professional Development Center at 563/441-9950.

How To Enroll



Call the Professional Development Center at 563/441-9950



For more information, email Jennifer Prinz at PrinzJenniferL@sau.edu



Online at www.sau.edu/pdc



Fax 563/441-9470

Registration Form

Select Course Date:

September 22 – 24, 2009 or November 17 - 19, 2009

StAmbrose
University

<i>First Name:</i>	<i>Last Name:</i>	<i>Company:</i>
<i>Job Title:</i>	<i>Work Address:</i>	<i>City:</i>
<i>State & Zip:</i>	<i>Work Phone:</i>	<i>Email:</i>

Method of Payment:

Payment must accompany registration and be received by the first day of program. Please note a non-refundable cancellation fee of \$175 will apply if you cancel anytime between September 15 - 22, 2009, for the September session or November 10 – 17, 2009, for the November session.

Payment information: You may pay by check or credit card. Please choose the appropriate option and follow the accompanying instructions.

Credit Card Bill me personally Bill my company

Credit card: If paying by credit card, please submit this form and call Kim Raap with your credit card information. You may reach her at 563/441-9950 .

Bill me/Bill company: A bill will be sent either to your home address or your company's address provided above. Please call Kim Raap with any billing questions.

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