

**PROJECT MANAGEMENT PRIMER SERIES 2004**

**SUGGESTED**

**ATTENDEES:** Managers and team members in any discipline who are interested in learning practical project management tools and techniques that can be applied to improve performance.

**PROVIDED:** A comprehensive workshop manual and sample templates.

**LOCATION:** Woburn, MA (directions provided upon registration).

**COST:** \$60 per workshop or save 10% by purchasing the entire series – all four workshops - for \$216.

Register now at [www.sage-cs.com/register1.html](http://www.sage-cs.com/register1.html)

**PM Primer Series 2004 Workshops**

- 1) **Project Initiation: The Foundation for Success**  
Learn how to launch a new initiative by developing a **Project Charter** and **Scope Statement** that will guide your team's efforts to meet stakeholder expectations and customer requirements.  
**Offered:** Oct. 5 (8:30 am – 10:30 am) **-OR-** Oct. 5 (6:30 pm – 8:30 pm)
- 2) **Developing a Schedule – Part 1: The Work to be Done**  
Gain experience identifying activities and milestones needed to meet your project's deliverables, including creating a **Work Breakdown Structure (WBS)** and **Project Network Diagrams**.  
**Offered:** Oct. 19 (8:30 am – 10:30 am) **-OR-** Oct. 26 (6:30 pm – 8:30 pm)
- 3) **Developing a Schedule – Part 2: Estimating for Success**  
Understand how to develop realistic **Project Schedules** using proven **Activity Duration Estimating** techniques, including the **Critical Path Method (CPM)**.  
**Offered:** Nov. 16 (8:30 am – 10:30 am) **-OR-** Nov. 30 (6:30 pm – 8:30 pm)
- 4) **Project Budgeting: The Realistic Allocation of Soft and Hard Dollars**  
Learn how to use **Cost Estimating** techniques to develop an accurate **Cost Baseline** from which a realistic **Project Budget** can be derived.  
**Offered:** Dec. 7 (8:30 am – 10:30 am) **-OR-** Dec. 14 (6:30 pm – 8:30 pm)

**PM Primer Series Packages** (includes all four workshops)

\* **Morning Series** (8:30 am – 10:30 am)  
Oct. 5, Oct. 19, Nov. 16, and Dec. 7

**-OR-**

\* **Evening Series** (6:30 pm – 8:30 pm)  
Oct. 5, Oct. 26, Nov. 30, and Dec. 14

**Case studies and interactive exercises are used extensively in these dynamic small group workshops to demonstrate the real world application of specific project management tools and techniques covered in each session.**

**Enrollment is limited!  
Register now!**

**HIGH QUALITY AND  
COST EFFECTIVE  
PROJECT MANAGEMENT  
WORKSHOPS**

**PRESENTED BY....  
BARBARA ALEVRAS, PMP**

For more than 13 years, Barbara Alevras, a certified Project Management Professional (PMP), has designed and delivered project and process management, team building, quality management, customer service, and technical training to hundreds of entry-to-executive level employees located throughout the United States and Canada.

**Upcoming Workshops**

**PM101: The Art of Project Management for Non-Project Managers** (10/7 -or- 10/22)

**Maintaining status quo leads to stagnation.** Most managers are too busy conducting business - ensuring products and services are delivered and serviced - to contemplate how to "do business better". Help your business improve and grow. Learn how to apply easy-to-use tools and techniques to meet current and future goals.

**Small Businesses Success: Bridging the Gap between Strategic and Operations Management** (10/4 -or- 10/28)

**Cheaper. Faster. Better.** It's the Holy Grail for small business owners who endure constant pressure to do more with less. Learn how to strategically identify, implement, and manage best practices and initiatives that increase revenue, enhance quality, and improve customer relations.

**For details regarding these and other valuable training offerings, view Sage's Workshop Calendar at [www.sage-cs.com/news1.html](http://www.sage-cs.com/news1.html).**

