



**New
Location!**

PADM 306

Project Management Skills for Local Government Professionals

Spring 2015

Project management is recognized as a necessary core competency within organizations worldwide. Many local government professionals work on multiple projects everyday as part of their regular workload, without the advantage of project management training. As the complexity continues to grow within local government organizations and services, organizing work *as projects* is critical to increasing quality, efficiency and achieving goals.



This course will give participants an understanding of project management frameworks, tools and techniques. You will learn to apply new knowledge and skills related to:

- **project planning**
- **scheduling**
- **time management**
- **budgeting**
- **communication**
- **conflict resolution**
- **project team leadership**
- **scope management**

Case studies are used to build understanding of successful applications of project management in local government organizations.

Picture BC photo

Project Management Skills for Local Government Professionals

THE LESSONS

Through this course you will learn to:

1. Understand how the project management discipline applies in public vs private sector.
2. Explain the phases of a project and project life cycle.
3. Prioritize projects and ensure they fit with organization's plans and strategies.
4. Determine the most appropriate project management organizational structure.
5. Explain how to effectively balance the trade-offs between project management constraints of cost, scope and time.
6. Define the requirements for a project using a scope statement and work breakdown structure.
7. Estimate effort required and budget needed; analyze resource needs and sources.
8. Understand Gantt charts, resource graphs and Microsoft Project schedules.
9. Develop approaches to creating and maintaining effective relationships with the project team and other project stakeholders.
10. Report on project performance and assess risks.
11. Explain terms and procedures for project procurement and tendering in the local government context.
12. Close a project and assess the project's effectiveness using a project audit.



LEARN FROM EXPERTS with instructor **David Nelson** PMP, BBA, MPA. Classes are designed to be interactive, hands-on and focused on participants' learning needs.

TIME AND PLACE – SPRING 2015

Two 3-day sessions: Thursday to Saturday, 8:30 am - 4:30 pm

January 15, 16, 17, and March 5, 6, 7, 2015

Ramada Kelowna Hotel & Conference Centre

2170 Harvey Avenue, Kelowna, BC

FEES AND CREDITS

This 3 credit course may be taken as an elective for the Certificate, Advanced Certificate and Diploma Programs in Local Government Administration at Capilano University. It is also an elective course for our new **Local Government Leadership Development Certificate** and course time counts toward qualifying hours for PMI credentials. The course fee is approximately \$900 and includes all texts and materials. Note that funding assistance is available through the Board of Examiners Scholarship programs – see

http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm

REGISTRATION AND INFORMATION

To register, complete the Student Information Form available at:

www.capilanou.ca/local-govt/ and email form to adelaney@capilanou.ca or for more information, contact Alison McNeil, Chair, School of Public Administration – Local Government Programs, Capilano University, 604-990-7907, amcneil@capilanou.ca

