

**What your peers are saying about our project management seminars:**

"Mandy was a wonderful instructor. She was energetic and engaging, and made a great effort in getting to know the group and understand that work that we do. She was committed to making the training a positive and rewarding (and useful) experience for us."

"I really enjoyed the seminar. It gave me a different perspective on dealing with the people in my institution. It was uplifting and provided me with a fresh start to work with my teams. The instructor was great! I will be signing up for additional seminars."

"Our instructor was upbeat and kept the interest of the group. She showed exceptional knowledge of the subject."

"Great class. Motivated me to go out and study Project Management. Can't say enough good things about the presenter."

"LOVE IT!! Still the best seminar I've been to. I can actually apply what I've learned. Thank you."

"Really like Alice's real life examples and stories. They really help bring the points to life!"

"The seminar content was awesome!! This is the first seminar I've attended where the workbook was actually used. I feel like I have a real reference. Our instructor was also awesome!! Thank you."



**Our Mission: To Help You and Your Company Succeed**

The University of Hawai'i at Mānoa Outreach College gives you the power to transform your life – to achieve your educational goals and career dreams. Whether you are looking to enhance your skills in your current position, contemplating a career change, updating your resume, or opening up your mind to something you have always dreamed of learning, we have the courses, certificates and professional training for you.

For more information contact us at: [www.outreach.hawaii.edu/PROJECT](http://www.outreach.hawaii.edu/PROJECT)



UNIVERSITY of HAWAII<sup>®</sup>  
MĀNOA  
OUTREACH COLLEGE

**REGISTRATION DETAILS**

**Two Easy Ways To Register:**

Online at [www.outreach.hawaii.edu/PROJECT](http://www.outreach.hawaii.edu/PROJECT)

Telephone us at (808) 956-9249  
For check, purchase order, or third-party payment.

**Seminar Fee:** \$1,000 per two-day seminar (General), \$800 (UHM, State, PMI Honolulu member, Certificate\* and Group\*\* rate). Certificate participants are required to attend all 6 classes. Total Certificate fee is \$2,400.

**Group Discounts:** Group rate applies when an organization sends 3 or more employees to any of the two-day programs. Call (808) 956-8244 for more information.

**Cancellation Policy:** Enrollee substitutions may be accepted. Contact us as soon as possible to make arrangements. 100% refund will be given if withdrawal request is received by at least 14 days in advance of the seminars.

**Seminar Schedule:** 8:00 am to 3:00 pm each day.



UHM-Outreach College  
2440 Campus Road Box 447  
Honolulu, HI 96822

**Certificate in Project Management Seminar Series**

All seminars held in Honolulu, HI

**Strategic Project Management 1**  
**Strategic Project Management 2**  
September 23 | September 24

**Controlling Project Costs**  
**Managing Project Risks**  
December 2 | December 3

**How to Create High-Performing Project Teams**  
**Sustaining High-Performance Project Teams**  
December 9 | December 10



"Excellent. A lot of information, well presented, very knowledgeable instructor who was concerned with everyone getting the most out of the training. Very enjoyable... Looking forward to implementing some of the tools."

Carolyn Weber  
Orange County Clerk of Courts

All seminars held at University of Hawaii at Manoa in Honolulu

**Strategic Project Management 1**  
**Strategic Project Management 2**  
September 23 | September 24

**Controlling Project Costs**  
**Managing Project Risks**  
December 2 | December 3

**How to Create High-Performing Project Teams**  
**Sustaining High-Performance Project Teams**  
December 9 | December 10

**NEW! Business Requirement Success**  
September 29 | September 30





UNIVERSITY  
of HAWAII

MĀNOA  
OUTREACH COLLEGE

Gain the skills  
you and your  
organization need  
to fully realize  
its potential.  
Project management  
is the critical skill  
set your company  
needs to succeed in  
today's challenging  
marketplace.

Who Should Attend?  
The Certificate in Project  
Management Seminar  
Series is designed for  
managers who need to  
achieve project goals on  
time and on budget.

- Project/Program  
Manager
- Team Leader
- Design, software, or  
construction engineer
- ISO, ERP or CRM  
project coordinator
- Senior manager or  
project sponsor

Act Now! Enroll a team  
of key leaders for the  
Certificate in Project  
Management Seminar  
Series today!

## CERTIFICATE IN PROJECT MANAGEMENT SEMINAR SERIES

### Strategic Project Management 1: How to Select High-Impact Projects Strategic Project Management 2: How to Deliver Mission-Critical Results

**SEPTEMBER 23 AND 24, 2015**

*(must be taken together). Registration/  
withdrawal deadline is Sept. 11.*

*Total fee is \$1,000 (General) • \$800  
(UHM, State, PMI Honolulu member,  
Certificate\* and Group\*\* rate)*

A successful project happens because of  
four distinct components. First, it was the  
right project. Second, the organization  
broadly supported it. Third, the project  
was well-defined and planned. Finally, it  
was executed well.

The initial selection process determines  
whether the proposed project deliverable  
aligns with the organization's vision,  
profitability and competitiveness. The  
project execution process reflects the  
organization-wide project management  
competency...how well it executes all  
projects in a repeatable, predictable, and  
sustainable manner. To do this requires  
the mastery of a full range of project  
management skills.

#### PROGRAM BENEFITS:

- Understand how strategic plans will  
affect project selection
- Select the high-impact projects and  
abandon low-return projects
- Apply Project Management Institute's  
(PMI®) *Organizational Project  
Management Maturity Model (OPM3®)*  
to your organization

*\*Certificate participants are required to  
attend all 6 classes. Total fee is \$2,400.*

*\*\*Group rate applies when an organization  
sends 3 or more employees to any of the  
two-day programs.*

### Controlling Project Costs: How to Stay within Budget... Even with Unplanned Events Managing Project Risks: Monitoring, Planning for, and Controlling Risks

**DECEMBER 2 AND 3, 2015**

*(must be taken together). Registration/  
withdrawal deadline is Nov. 18.*

*Total fee is \$1,000 (General) • \$800  
(UHM, State, PMI Honolulu member,  
Certificate\* and Group\*\* rate)*

A critical part of Project Management  
is the ability to control costs even  
when uncertainty prevails. The tight  
connection between cost and risk  
forces the Project Manager to plan  
and respond decisively. Any failure  
to appropriately respond to risks  
can make the project over budget,  
behind schedule, or mired in litigation.  
With effective use of cost and risk  
management processes, a Project  
Manager can deliver project objectives,  
even in a severely constrained  
environment.

In this seminar, you will gain a practical  
understanding of Project Management  
Institute's "Project Cost Management"  
and "Project Risk Management"  
knowledge areas of *A Guide to  
the Project Management Body of  
Knowledge (PMBOK® Guide) - Third  
Edition*. Participants will learn how to  
use the Earned Value Management  
(EVM) to measure and control project  
progress.

#### PROGRAM BENEFITS:

- Create a cost management plan
- Develop a cost baseline and control  
account plan (CAP)
- Apply the earned value  
management (EVM) technique
- Establish estimate at completion

### How to Create High-Performing Project Teams Sustaining High-Performance Project Teams

**DECEMBER 9 AND 10, 2015**

*(must be taken together). Registration/  
withdrawal deadline is Nov. 24.*

*Total fee is \$1,000 (General) • \$800  
(UHM, State, PMI Honolulu member,  
Certificate\* and Group\*\* rate)*

People. Project Management means  
people! Achieving results on any  
project demands the soft, tactful, yet  
powerfully important leadership skills.  
Project Managers must get results  
through people over whom they have  
no authority and often little influence.  
It's the "Art" of Project Management.  
But by practicing new behaviors, you  
can develop teams in which everyone  
in your organization will want to  
participate!

Through instructional methods such  
as role-playing, teach-backs and other  
participant-centered exercises, you  
will gain a practical understanding of  
Project Management Institute's (PMI)  
"Human Resource Management"  
and "Communications Management"  
knowledge areas of the Project  
Management Body of Knowledge  
(*PMBOK® Guide*, 2000).

#### PROGRAM BENEFITS:

- Establish yourself as a project  
leader of high performing teams
- Assess your behavioral conflict  
management styles
- Plan effective strategies to deal  
with organizational influences  
and politics
- Successfully manage teams in  
multiple locations



### On-Site Training and Project Coaching

These seminars can be conducted at your company...using your data  
and processes...applied to your mission critical projects. It's not only  
possible, it's cost-effective. Call Paulette Feeney at **808.956.2037**  
to discuss how you can multiply the benefits and save money by  
bringing these seminars on-site. Ask about our complete curriculum.

Learn more at: [www.outreach.hawaii.edu/PROJECT](http://www.outreach.hawaii.edu/PROJECT)

## BUSINESS ANALYSIS SEMINARS

### Essentials of Business Analysis

**SEPTEMBER 29, 2015**

*Registration/withdrawal deadline is Sept. 18.*

Examine a range of business analysis skills, focusing on  
requirements development and elicitation, to extract the  
right information from business users and create requirements  
that support the design, development, testing, and  
deployment of successful system solutions.

### Defining Projects that Deliver Business Value

**SEPTEMBER 30, 2015**

*Registration/withdrawal deadline is Sept. 18.*

Continue learning business analysis skills that help you extract  
the right information from users. Includes requirements  
documentation, validation, finalizing, and verification.

*(These two courses must be taken together)*

*Total fee is \$1,000 (General) • \$800 (UHM, State, PMI  
Honolulu member, Certificate\* and Group\*\* rate)*

Visit us online at <http://go.hawaii.edu/NC>