

OBJECTIVE

Participants will learn the essential tools and techniques of project management to enable them to develop foundational management deliverables: project charter, project scope statement, and the project management plan and how to apply standard project management principles to the job situation.

FOR WHOM

This entry level course is designed for persons who have had or will have project management responsibilities or will interact with such persons.

CLASS SCHEDULE

SATURDAYS
9:00 a.m. – 4:00 p.m.

N.B

UTech/JIM School of Advanced Management reserves the right to withdraw/postpone a scheduled course if registration is insufficient for a standard size class.

COURSE LESSONS

Lesson 1: The Project Management Framework

Lesson 2: The Project Lifecycle & Organization

Lesson 3: The Project Management Processes

Lesson 4: Project Integration Management

Lesson 5: Project Scope Management

Lesson 6: Project Time Management

Lesson 7: Project Cost Management

Lesson 8: Project Risk Management

Lesson 9: Project Quality Management

Lesson 10: Project Human Resource Management

Lesson 11: Project Communications Management

Lesson 12: Project Procurement Management

Lesson 13: Project Management as a Career

Cost: \$ 35,000.00

ENTRY REQUIREMENTS

Open registration

APPLICATION INFORMATION

Complete an application form and bring it along with a passport size picture to:

**THE PROGRAMMES DEPARTMENT
UTech / JIM SCHOOL OF ADVANCED
MANAGEMENT
47 HOPE ROAD, KINGSTON 10**

Each form must be accompanied by a non-refundable application fee of \$1,000.00

CREDIT RECOMMENDATION

THE JAMAICAN INSTITUTE OF MANAGEMENT IS REGISTERED AS A TERTIARY INSTITUTION BY THE UNIVERSITY COUNCIL OF JAMAICA (U.C.J).

All of J.I.M.'S (6) diploma courses and the Associate Degree in Business Administration have been registered and recommended for credits by the American Council on Education (ACE) to a wide range of universities and colleges throughout the U.S.A.

The American Council on Education is internationally recognized as the major coordinating body for post-secondary education in the U.S.A.

REFUND POLICY

- ❖ Fees are not refundable in cases of partial attendance.
- ❖ Fees are not refundable in full, only if the applicant cancels in writing, not less than five (5) working days before the course is cancelled /withdrawn by UTech/JIM School of Advanced Management.

UTech/JIM SCHOOL OF ADVANCED MANAGEMENT CAMPUSES

MONTEGO BAY

Tel: 952-8677

OCHO RIOS

Tel: 974-6971

PORT ANTONIO

Tel: 993-4306

MANDEVILLE

Tel: 961-2847

UTech/JIM SCHOOL OF ADVANCED MANAGEMENT

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CERTIFICATE IN

**FUNDAMENTALS
OF PROJECT
MANAGEMENT**