



Mastering the Technology

MICROSOFT PROJECT

Unlock the full potential of this sophisticated software. You will work on your own PC to develop a project schedule using this powerful tool. Learn how to:

- Assign task dependencies, resources, and create leads and lags.
- Use and customize views, tables, filters, sorts, and reports to display your data the way you desire.
- Track projects by establishing baselines and assigning costs to resources and tasks.

MICROSOFT VISIO

Learn how to use Visio to visually represent your projects. Filled with interactive exercises, this course will ensure that you can immediately apply and retain your new skills. You will learn how to:

- Create flow, networking, rack, directory service and brainstorming diagrams.
- Plan and create basic organization charts, use various formatting options, set properties for files, drawings, backgrounds and shapes and print diagrams.
- Create a custom drawing template, work with styles, and use Web-enabling features.
- Integrate Visio drawings with other programs, such as Microsoft Word, PowerPoint, and Outlook.

ASSESSMENT

Find out what areas of project management need improvement in your organization with an NBDC assessment. We use analysis of documentation and interviews of project managers and team members to pinpoint problem areas.

MENTORING

NBDC offers customized classes and on-the-job mentoring. We will work with you on the triple threat for successful project completion: managing Purpose, Process, and People.



FOR MORE INFORMATION

402-595-2900

nbdc.unomaha.edu/project



PROJECT MANAGEMENT





PROJECT MANAGEMENT

ACCORDING TO THE STANDISH GROUP CHAOS REPORT, 44% OF ALL PROJECTS FAIL AND 72% OF ALL MISSION-CRITICAL SOFTWARE PROJECTS FAIL. MOST PEOPLE IN BUSINESS BELIEVE THE FAILURE RATE OF PROJECTS IS TOO HIGH; MANY ORGANIZATIONS ONLY PROFIT IF THEY SUCCESSFULLY COMPLETE PROJECTS.

Practical and PMBOK-aligned

NBDC's Project Management program provides much more than lectures. You will get practice using new skills and techniques, so that the training you receive can immediately impact your workplace projects. Experienced instructors keep classes PMBOK-aligned so you can use them to fill PMI (*Project Management Institute*) certification requirements.

« INSTRUCTORS »

Our project management instructors are not just teachers but are active project managers. Two of our instructors have their Project Management Professional certification from Project Management Institute. Each member of our staff has years of practical experience managing projects in IT, large corporations, web development, and volunteer organizations.



WORKSHOPS

Engaging People

BECOMING AN EFFECTIVE LEADER

Learn how to lead (and follow) 360 degrees. With instructor's support and coaching, you can apply new skills and techniques in your workplace projects.

LEADING PROJECT TEAMS

Learn how to develop a high-performing team through recognizing and addressing the individual needs of members as well as collective needs of the group. Discover how a project/team leader's role changes as the team grows.

RUNNING PRODUCTIVE MEETINGS

It's been said that more important decisions are made in meetings than anywhere else. You may find that hard to believe—in view of the way most meetings are planned and conducted. Participants will actually run a meeting in the class.

Measuring Progress

PROCESS MAPPING FOR BUSINESS IMPROVEMENT

Use a wide range of mapping tools and techniques to find out how your business really works and where crucial improvements are needed.

REQUIREMENTS GATHERING

Learn how to help your customers visualize and communicate what they need. You will work as part of a team to elicit requirements for a case study project.

ESTIMATING PROJECT COST

Acquire the techniques and formulas to more accurately estimate project costs.

BUDGET AND FINANCE FOR NON-FINANCIAL MANAGERS

Learn how to read and interpret financial statements (income statements, cash flow statements, and balance sheets), create cash and capital budgets, and communicate your business ideas through the appropriate financial language.

Managing the Process

SUCCESSFUL PROJECT MANAGEMENT

Learn techniques for planning, implementing, and completing projects to produce desired results on time and within budget. Use project management tools to set and achieve measurable objectives, estimate project time and costs, determine project scope, manage resource requirements, and control project results. Learn by doing as you actually plan, execute and control a project simulation.

IT PROJECT MANAGEMENT

Strengthen your IT project management skills through current information, case studies and project simulations. Step through project management principles and the steps in closing a project. You will receive templates to use at your company to create project management processes.

MANAGING PROJECT RISK

Risk project management involves taking a proactive approach to identifying, quantifying and mitigating negative risks. Learn how to analyze risk to eliminate the project "surprises" that inevitably occur. Implement risk responses to risky situations, develop contingency plans, and monitor risk controls.

VISUAL CONTROLS FOR PROJECT MANAGERS

People understand and remember better if information is presented visually. Yet most project information continues to be communicated verbally or in writing. In this workshop, you will discover the importance of visualizing project information and how to go beyond the standard Gantt chart to present it.

PMP PREP CLASS

Get the support you need to qualify for Project Management Professional (PMP) certification
This four-day class—

- Fulfills all 35 classroom hours required for the PMP.
- Includes a PMP prep textbook and detailed exam simulations with cross-references to the textbook.
- Walks you through preparation for your application.
- Provides flashcards with 300 of the most important but difficult to recall PMP exam-related terms.