



Mitacs Professional Development Workshop

2 Day Project Management workshop - In-Person

Please note that this is a 2-day course. By registering for this course, you agree to attend the full 2 days.

DETAILS

Date: May 15 + 16, 2024

Time: 8:45 AM EST – 5:00 PM EST

Venue: Ellis Hall, room 226



ENROLLMENT CODE FOR THIS SESSION: Queens-May2024

Session Facilitator: [KIRBY JAMES](#) [About | Unleash Potential by Kirby James](#)

AGENDA

DAY 1	
Start	8:45 AM EST
Day 1 Modules	<p>Welcome, Acknowledgements & Intros</p> <p>PM Introduction</p> <p>LESSONS LEARNED</p> <p>PRINCIPLES & DOMAINS IN PROJECT DELIVERY</p> <p>PM LIFECYCLES</p> <p>KEY PROJECT ARTIFACTS: The Charter</p> <p>STAKEHOLDER MANAGEMENT– Done Right, by WHO?</p> <p>QUALITY MANAGEMENT</p> <p>PLANNING FUNDAMENTALS</p> <p>Team Project Time</p> <p>Key Takeaways + Q&A</p>
Break times	~ at 10:30, 2:15, 3:30
END	4:45/5 pm Official end time, with usually instructor staying for additional Q&A time

Thanks to our funding partners.



Merci à nos bailleurs de fonds.

DAY 2	
Start	8:45 AM EST
Day 2 Modules	<p>MONITORING & CONTROLLING</p> <p>Milestones + Constraints</p> <p>Risk Management</p> <p>Budget Management</p> <p>Cost Estimation</p> <p>Activity & Scheduling Design</p> <p>Time Estimation & Resource loading</p> <p>Project Teams & Collaboration key tips</p> <p>Communication & Conflict Management keys</p> <p>Team Presentations</p>
Break times	~ at 10:30, 2:15, 3:30
END	4:45/5pm Official end time, with usually instructor staying for additional Q&A time

NOTE: Mandatory course requirements

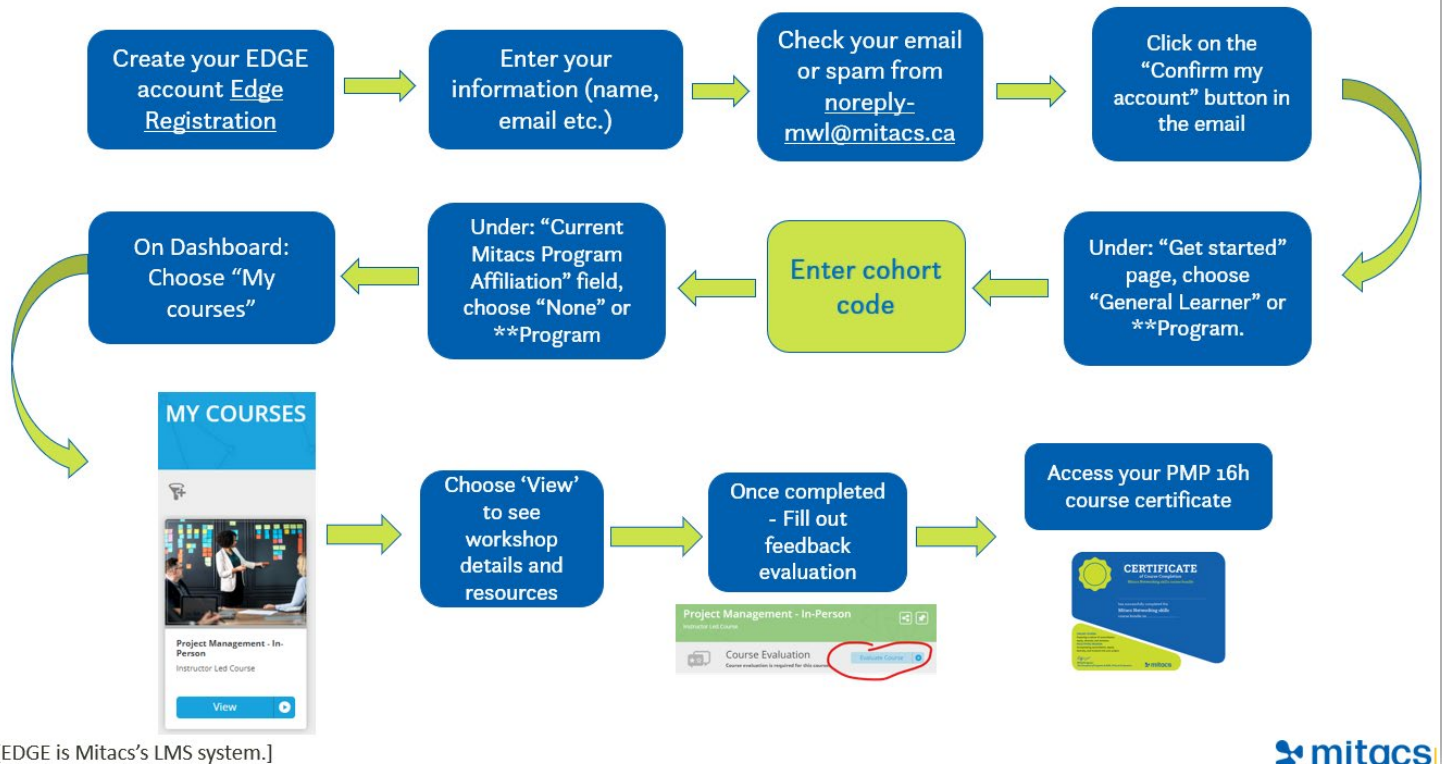
- All participants must download the PM2023 zip file **before the course** and have the files ready to be used.
- All participants are required to bring a computer.
- This interactive workshop has a strong interpersonal dimension.
- Software to use Excel templates with macros, MS Word and PDF's.
- It is strongly recommended that you are prepared to use this course to help you with your current project(s).

Thanks to our funding partners. Merci à nos bailleurs de fonds.

HOW TO ACCESS THE COURSE:

- Link to create an account: [Edge Registration \(mitacs.ca\)](https://mitacs.ca/edge-registration)

Edge Registration and course Instructions



If you don't have an EDGE account yet, please make sure you create one by following the steps below:

- Link to create an account: [Edge Registration \(mitacs.ca\)](https://mitacs.ca/edge-registration)
- Click on **"Create an account"** and enter your information.
- You will receive an email confirming your account creation from noreply-mwl@mitacs.ca. If you haven't, please check your spam folder.
- Click on the **"Confirm my account"** button in the email.
- Under the **"Get started"** page, choose **"General Learner"** (or if you are a Mitacs Program participant, choose *Accelerate, Elevate, BSI, GRI etc.)
- On the next page, fill out the required information.

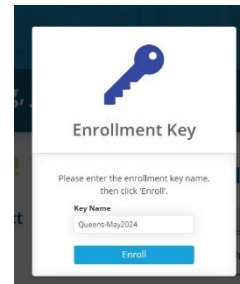
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- Under the “Do you have a cohort code” field please add **Queens-May2024**
- Under the “Current Mitacs Program Affiliation” field, choose “None” (OR: (or if you are a Mitacs Program participants, choose *Accelerate, Elevate, BSI, GRI etc.)
- Once on your dashboard, click on the “My courses” tab and choose “Project Management In-person”.
- Click on “View” to see workshop details, location, time, and resources to download.
- After workshop completion, the facilitator will mark your attendance and you will be able to fill out the course evaluation.
- Once the feedback evaluation has been submitted you will be able to access and download your workshop certificate

Adding the enrollment code if you already have an Edge account:

1. Click on the “menu” in the top right-hand corner of your Edge dashboard.
2. Choose the “enrollment key” option at the bottom of the list (next to the log off).
3. Input the code: **Queens-May2024** and click “enroll”.



The screenshot shows a web form titled "Enrollment Key". At the top, there is a blue key icon. Below the title, it says "Please enter the enrollment key name, then click 'Enroll'." There is a text input field labeled "Key Name" with the value "Queens-May2024" entered. At the bottom of the form is a blue button labeled "Enroll".

If you are interested in exploring the rest of the Mitacs Professional Development Curriculum, please see our website: [Mitacs Training | Mitacs](#)

Questions about the General Training curriculum?

Please contact: training@mitacs.ca

Want to Create an Edge Account or for future access to your account, please use this link: <https://edge.mitacs.ca>.

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