



CERTIFICATE IN
PROJECT MANAGEMENT
FOR ENGINEERS AND TECHNICIANS

12 MODULES OVER 3 MONTHS

For upcoming commencement dates, please view our course schedule at:
<http://www.eit.edu.au/schedule>



WHAT YOU WILL LEARN

By the end of this course you will be able to:

- Create quality project plans
- Generate effective work breakdown structures
- Create computerised PERT and Gantt charts for your projects, add and level resources, and monitor/report on your project effectively
- Define appropriate cost reporting mechanisms for your projects
- Define, analyse and manage the risks associated with your projects
- Introduce appropriate quality management procedures
- Keep your projects on track using the 'Earned Value Analysis' method
- Exercise an appropriate leadership style and keep team members creative and motivated
- Avoid the pitfalls caused by a lack of understanding of the legal issues pertaining to projects
- Use appropriate software to leverage your time and expertise
- Deal with projects that have a large degree of inherent uncertainty and/or a strong emphasis on timely completion

Presented by
**John
Lawrence**

B.Sc (Hons), M.Sc, B.Com (Hons)



ENROL NOW: Fax the enrolment form to us,
or email enquiries@eit.edu.au

BENEFITS OF LIVE E-LEARNING

- Attend lessons in an online classroom with your instructor and fellow students
- Upgrade your skills and refresh your knowledge without having to take valuable time away from work
- Receive information and materials in small, easy to digest sections
- Learn while you travel - all you need is an Internet connection
- Have constant support from your course instructor and coordinator for the duration of the course
- Interact and network with participants from around the globe and gain valuable insight into international practice
- Learn from international industry experts, based around the globe
- Live interactive webinars, not just a 'book on the web'
- Receive a certificate of completion for CPD purposes

PRESENTATION FORMAT

The certificate program features real-world applications and use a multi-pronged approach involving self-study, interactive on-line webinars and homework assignments with a mentor on call. The course consists of 12 modules, over a period of 3 months.

Some modules may involve a practical component or group activity. For each module there will be an initial reading assignment along with coursework or problems to be handed in and practical exercises in some cases. Participants will have ongoing support from their instructor and course coordinator.

Course reading material will be delivered in electronic (PDF) format in advance of on-line presentations. Presentations and group discussions will be conducted using a live interactive software system. Assignments will be submitted electronically and wherever possible, practical exercises will be conducted using simulation software and remote labs.

LIVE WEBINARS

During the program you will participate in 6 live interactive sessions with the instructor and other participants from around the world. Each webinar will last approximately 60 to 90 minutes, and we take student availability into consideration wherever possible before schedule webinar times. Contact us for details of webinar session scheduling. All you need to participate is an adequate Internet connection, speakers and a microphone. The software package and setup details will be sent to you prior to the course.

PRESENTED BY

JOHN LAWRENCE

B.Sc (Hons) M.Sc B.Com (Hons)



In today's hyped up world, one is hesitant to describe anyone as 'outstanding', but John Lawrence has distinguished himself over the last 15 years with excellent course reviews.

John has 20 years of experience as a project and departmental manager for a multinational oil company, focusing on designing and managing the infrastructure of the telecommunications, data communications and IT systems. In the past 5 years, John has worked extensively for a number of multinational clients, managing projects including facilities management, budgeting and financial forecasting.

When John is not consulting or lecturing, he enjoys increasing his own skills by reading and writing about state-of-the-art technology topics and how to optimise Return On Investment (ROI) for the overall IT infrastructure. John is a dedicated professional who has trained engineers and technicians throughout the world.

12 MODULES OVER 3 MONTHS

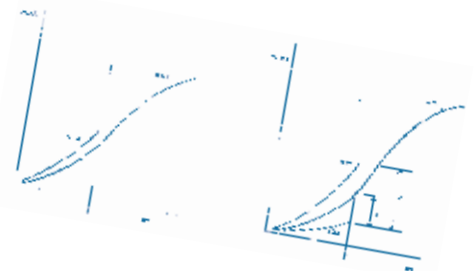
OVERVIEW

More and more engineering and technical professionals are making career transitions from product design into project management. This, however, requires formal training and a willingness to learn new skills.

All the technical know-how in the world will not deliver a project successfully, i.e. with the required level of quality, within cost constraints and on time, without proper project management skills. Unfortunately very few engineering professionals have any degree of formal project management training, which results in a great deal of personal stress as well as cost blow-outs and other woes. The lack of training often applies to the 'people skills' required for effectively leading the project team as well.

To address this problem, the course will focus on the critical project related activities such as work breakdown, scheduling, cost control and risk management, and show how these can be

performed with software to lighten the project manager's workload. The 'soft' (but equally important) aspects such as team leadership and contract law are also covered. All topics will be supplemented with practical exercises focusing primarily on the areas of electrical/electronic (including instrumentation) and mechanical engineering. If delegates wish to do so they can choose, as a basis for the practical exercises, small projects from their work environment so that they are familiar with the attributes thereof.



INCLUDES 4 FREE REFERENCE MANUALS

VALUED AT OVER US\$400

YOU WILL RECEIVE 4 OF OUR UP-TO-DATE TECHNICAL E-BOOKS TO ADD TO YOUR LIBRARY.

- Leading your Engineering Team to Top Performance
- Practical Project Management for Engineers and Technicians
- People Management Skills for Technical Professionals
- Practical Financial Fundamentals and Project Investment Decision Making



Received upon completion.

All materials required for the course will be provided electronically, in smaller, easy-to-read sections.

Please Note: e-Books are available in hard copy at 50% of the recommended retail price. Contact us for pricing details.

