Project management is not just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments, and to get that additional job done well, done under budget, and done on time.

This one-day workshop topics will familiarise the participants with the most common terms and practices in terms of working on projects.

**Target Group**

This training is beneficial to all those involved in Project Management work and also to those who want to learn about Project Management.

**What Students Will Learn?**

- Describe what is meant by a project;
- Explain what project management means;
- Identify benefits of projects;
- Identify the phases of a project’s life cycle;
- Sell ideas and make presentations related to pitching a project;
- Prioritise projects;
- Begin conceptualising your project, including goals and vision statements;
- Use project planning tools; and
- Contribute to creating a Statement of Work

**What’s Included?**

- Instruction by an expert facilitator;
- Specialised course manual;
- Personalised certificate on completion; and
- Morning Tea and Lunch.

**Course Date:** 9 September, 2020;
**Course Duration:** 1 day;
**Class Time:** 9.00am – 4.00pm;
**Venue:** USP Lautoka Campus;
**Fees:** $190;
**Fees Due Date:** 3 September, 2020.

To obtain enrolment form and for further information, contact: Aisea Kaidawa, email: aisea.kaidawa@usp.ac.fj; tel: 6666800; fax: 6667133; or Amitesh Kumar, email: amitesh.kumar@usp.ac.fj; or enquire at the USP Lautoka Campus, Vidilo Street, Lautoka or visit our website: **www.usp.ac.fj/lautoka**