

Project Management for Financial Services Professionals

OVERVIEW:

Project Management for Financial Services Professionals covers the key concepts that ensure successful Project Management in Financial services. This seminar focuses on the purpose, objectives, and key principals of Project Management in Financial Services. Participants will gain practical experience in developing Project Plans and charter and real-world advice on what to do and what not to do in managing your projects.

Participants will come away with essential Project Management knowledge that can be applied immediately to your projects. The seminar lays the foundation for your Project Management journey and continues your Project Management knowledge and skill growth.

The course addresses the role of the project manager, the project management team and the Project Management Office (PMO) in implementing and controlling projects, programs and portfolios in Financial Services. The course will provide professionals with a solid understanding of the Project Management Body of Knowledge (PMBOK®) as a defined by the Project Management Institute (PMI)

LEARNING OBJECTIVES:

By the end of this course, you will have greater knowledge of and familiarity with:

- Project life cycle and knowledge areas as defined by PMI
- Project management maturity criteria for organizations
- Project management essential templates and techniques – Charter, Project Plan, Communication Plan, Risk Management Plan, etc
- Management of stakeholders as part of your project
- Developing and building effective project management teams
- Identifying and buffering bottlenecks or constraints
- Monitoring, measuring and reporting principles: time and cost reporting, trend analysis, and project change control

TARGET GROUPS:

Financial Services Professionals - The concepts presented apply to projects of all sizes and types but the focus of case studies will be on Financial Services

DETAILS:

Date: 2nd, 3rd, 4th December, 2009

**Registration:
Deadline** 20th November, 2009

Time: 8.30am – 4.00pm

Cost: \$5000.00

Venue: Arthur Lok Jack Graduate School of Business
Max Richards Drive, Uriah Butler Highway,
North West, Mount Hope

Contact: Indira Patel / Shadeed Ali Ph: 662-9894 x 136 / 131

projectmanagement@gsb.tt

Dates : Nov. 30th, Dec. 1st & 2nd, 2009

Registration Form

Contacts: Fax # 662-1411

Ph # 645-6700 x 131, 136(Shadeed / Indra)

SECTION 1 - Personal Data

Name: Surname			First Name			Other		
Date of Birth			/ /			M <input type="checkbox"/> F <input type="checkbox"/>		
			<small>DD MM YR</small>			<small>Sex</small>		
Job Title:								
Organization:								
Work Address:								
Work Tel:			Home Tel:			Mobile Tel:		
Fax:			E-mail:					

SECTION 2 - Dietary Preference

MEAL PREFERENCE			
Please choose one (1) of the following			
<input type="checkbox"/> Chicken	<input type="checkbox"/> Fish	<input type="checkbox"/> Vegetarian	
Please list any allergies:			

SECTION 3 - Payment Details

Payment Options: Linx, Certified Cheques and Company Cheques	
Make cheques payable to: Arthur Lok Jack Graduate School of Business	
<i>Please provide details below for invoicing</i>	
Name:	Designation:
Company:	
Address:	
Tel:	Fax:
E-Mail	P.O. #
Note: All payments to be made five (5) days in advance; Registration is ONLY confirmed upon receipt of this form.	

SECTION 4 - Terms & Conditions

Refunds will be issued under the following conditions:		
- 5 days prior to start date - 100%		
- 4 days or less prior to start date - 50%		
- Fees are non-refundable once course has started		
Arthur Lok Jack Graduate School of Business reserves the right to cancel/postpone courses. Registrants will be advised accordingly.		
<i>I hereby certify that all statements on this registration form are true and correct and agree to the terms & conditions</i>		
..... <i>Print Name</i> <i>Signature</i> COMPANY STAMP/AUTHORIZATION