TRAINING SERIES OVERVIEW:	The purpose of the Introduction to Managing Projects (IMP) training series is to teach the fundamentals of project management. The training series includes "reality checks" with concepts, as well as a full project lifecycle simulation applying tools and techniques in a dynamic team environment.
	This training series has been broken up into six individual courses so a participant can take all the courses available or select the courses most relevant to the work they do.
PREREQUISITE:	Participants must have attended one of these courses: DAS – CHRO – Overview of Project Management and Business Analysis, DAS – CHRO – Project Management Overview, DAS – CHRO – Introduction to Project Management, DAS – CHRO – Introduction to Business Analysis, or the Oregon Project Management Certification Program.
AUDIENCE:	Oregon state government or other governmental employees who are performing the Managing Work, Reporting Progress, Close Out, or Transitioning to Operations functions, regardless of job title or anyone new to the Project Management or Business Analyst roles.
COURSE DESCRIPTION:	The DAS – CHRO – IMP Project Execution and Close Out is the fifth course in the IMP series. This course will cover how to manage project work, report progress, close out and transition to operations. This introductory course will teach the basis in monitoring and reporting project progress, evaluating performance and validating results, managing risks, issues, and change, preparing the organization for change, transitioning to operations, lessons learned, final reporting, and close out activities.
	Students will apply the teachings on a real project they are involved with in a collaborative workshop format using tools provided in class.
	Lecture materials, tools, templates, and example project documents are provided as links or downloadable files for students to access.
	The content in this class is based on standards and practices defined in the Project Management Institute Guide to the Project Management Body of Knowledge (PMI PMBOK®); the PMI Business Analysis for Practitioners: A Practice Guide®; and the IIBA Guide to the Business Analysis Body of Knowledge (BABOK)®.
	This is an overlapping skillset between the discipline of Business Analysis and Project Management and critical to the success of both roles.
LENGTH:	One day of in-class time. This course will be delivered in-person or virtually via Zoom.
COST:	$325

REGISTRATION:	To register, go to https://tinyurl.com/IMPManagingWork (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.
	Waitlist: If you enroll into a full cohort you will be added to the waitlist and will not be able to register into another cohort that has openings.
	IMPORTANT Use this schedule to verify the delivery mode (in-person or virtual via Zoom) and the cohort dates before enrolling into the offering in Workday.
ATTENDANCE POLICY:	If you miss the first 60 minutes of the training, your enrollment will be cancelled. After that, any absence of 60 or more minutes will result in a make-up session with a future offering to receive training completion.
CANCELLATION POLICY:	A learner may cancel a registration with no penalty 30 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 30 calendar days prior to the first class or if they do not show up to the class. A substitute can be sent if the learner is unable to attend.
QUESTIONS:	If you have any questions about the program, please contact Brandy Meng at chro.training@das.oregon.gov or 503-480-6626.

2024 SCHEDULE

*COHORT 2 WILL OPEN FOR ENROLLMENT AS THE DATE APPROACHES.

VIRTUAL INSTRUCTOR-LED COURSE

Sessions	Date	Time
Cohort 1	April 16, 2024	8:30am – 4:30pm
Cohort 2	September 12, 2024	8:30am – 4:30pm