OPM
OREGON PROJECT MANAGEMENT ADVISORY BOARD
Leading Project Success

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 managing small projects, regardless of job title or anyone new to the Project Management role.
COURSE DESCRIPTION:	The DAS – CHRO – IMP Project Scope, Schedule & Budget is the third course in the IMP series. This will cover how to develop the project scope, schedule and budget. This introductory course will teach the basics on how to decompose project scope into a work breakdown structure to create a network diagram, estimate tasks to create a schedule and assign resources, and create a budget based on project resource needs. 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. 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®).
LENGTH:	One and a half days of in-class time. This course will be delivered in-person or virtually via Zoom.
COST:	$450
REGISTRATION:	To register go to https://tinyurl.com/IMPScopeScheduleBudget (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 COHORT SCHEDULE

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

VIRTUAL INSTRUCTOR-LED COURSE

Cohort	Dates	Time
Cohort 1	March 20, 2024	8:30am to 4:30pm
	March 21, 2024	8:30am to Noon
Cohort 2	August 6, 2024	8:30am to 4:30pm
	August 7, 2024	8:30am to Noon