

**TRAINING SERIES OVERVIEW:** The Overview of Project Management and Business Analysis course is required before taking any of the other courses in the Introduction to Managing Projects (IMP) training series or the Introduction to Business Analysis (IBA) training series.

**AUDIENCE:** Oregon state government or other governmental employees. This is an excellent introduction for an organization seeking to develop common concepts and terminology across a range of participants and stakeholders.

**COURSE DESCRIPTION:** The DAS – CHRO – Overview of Project Management and Business Analysis course is required before taking any other courses available through this training program. This overview course provides fundamental Project Management and Business Analyst concepts and frameworks, and how these roles support and deliver value in an organization. Topics for this course will include business analysis and project management core concepts, common roles, terminology, best practices, methodologies, and project approaches.

**LENGTH:** One and a half days of in-class time. This course will be delivered in-person or virtually via Zoom.

**COST:** \$400

**REGISTRATION:** To register, go to <https://tinyurl.com/OPMandBA> (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.

**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@oregon.gov](mailto:chro.training@oregon.gov) or 503-480-6626.

VIRTUAL INSTRUCTOR-LED COURSE

**OVERVIEW OF PM & BA (REQUIRED COURSE)**

**Cohort 1**

Virtual Sessions	Date	Time
Session 1	September 22, 2021	8:30am to 4:30pm
Session 2	September 23, 2021	1:00pm to 4:30pm

**Cohort 2**

Virtual Sessions	Date	Time
Session 1	November 9, 2021	8:30am to 4:30pm
Session 2	November 10, 2021	1:00pm to 4:30pm

**COHORT 3**

Sessions	Date	Time
Virtual Session 1	December 9, 2021	8:30am to 12:30pm
Virtual Session 2	December 10, 2021	8:30am to 12:30pm