

## Project Management (~in English)

(SAID:49400)

<b>DATE/TIME:</b>	<b>22 - 24 September 2014</b> (0800-1600)
<b>COST:</b>	<b>Y63,000</b> per person based on 18 attendees. Actual cost to be prorated and based on actual attendees.
<b>NOMINATION DEADLINE:</b>	<b>NLT 27 August 2014</b>
<b>DESCRIPTION:</b>	Project Management is the discipline of planning, organizing, securing and managing resources to bring about the successful completion of specific project goals and objectives. The purpose of this course is to learn project management systematically and acquire the basics of project management and management techniques. Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. You will learn both the hard skills (qualification, cost, the time for payment) and soft skills (human resources, communication, risk, requisition, and stakeholder) in project management.
<b>TARGET AUDIENCE:</b>	Project managers, team leaders, team members and other professionals who want to learn how to complete projects on time and within budget, and meet quality standards
<b>ACCREDITATION</b>	For those who successfully completed this course , ‘Certificate of Completion (21 hours)’ is issued by PM Alignment (Registered Education Provider). 21 PDU’s are given to Project Management Professional (PMP) holders.
<b>VENDOR:</b>	Project Management Association of Japan (PMAJ) 1-5-2, Higashiazabu, Minato-ku, Tokyo Phone: 03-6234-0551 · Fax: 03-6234-0553 E-mail Address: admi@pmaj.or.jp
<b>LOCATION:</b>	RWD Classroom, in Bldg. A-20, 2nd floor
<b>POC:</b>	Commander Navy Region, Japan (CNRJ), RWD at 243-7328/7185
<b>NOMINATION PROCEDURES:</b>	You must have supervisory authority first. To confirm your seat, you <b>MUST</b> submit a completed SF182 form to RWD by the deadline date above. To reserve a seat prior to nomination deadline, email <a href="mailto:rwd-student-services@fe.navy.mil">rwd-student-services@fe.navy.mil</a> or call DSN 243-7328. If SF182 form is not received by the nomination deadline, your reservation will be cancelled.
<b>PAYMENT METHODS:</b>	Submit SF182 with Line of Accounting (LOA) to CNRJ RWD by the deadline date. For multiple entries, attach a list of nominees.
<b>NOTE:</b>	<b>Cancellations after the nomination deadline date are liable for payment.</b>