Project Management is the key to success in all organizations especially when resources are limited, demands are increasing, and responsibilities are multiplying—in short, in all organizations! Project Management becomes everyone’s responsibility. It helps us to meet deadlines, build teams, get results, and make things happen.

This program will prepare you to become a project manager. The noncredit certificate you’ll earn will provide you with general competencies such as:

- Applying the skills you need to be an effective project manager
- Building commitment across a diverse range of stakeholders
- Understanding how to work with employees, volunteers, clients, citizens, and others on projects
- Identifying the qualities an organization needs to support project management
- Using basic work organizing tools that can be broadly applied

You’ll also learn specific skills, including:

- The steps in the project process
- Tools and techniques of project management

And, you’ll examine successful projects in various governmental agencies. By the end of this program you will be ready to manage your own project.

The certificate is covered in two parts, each consisting of two 6-hour classes. To earn the complete certificate, you must attend both parts (all four days of class).

You may choose to take Part I without enrolling in Part II; however, you must enroll in Part I if you wish to enroll in Part II as well.

**DATES:**

**FALL:**
- Part I  November 3, 4, 2014    (Program #0097)
- Part II  November 11-12, 2014

**SPRING:**
- Part I  February 3-4, 2015    (Program #0098)
- Part II  February 17-18, 2015
Topics covered

Part I

• The project process
• Project management tools
• Understanding the project management environment
• Developing skills for successful project management
• Identifying attributes necessary for success

Part II

• Project management practice: Team-based activities related to actual or simulated projects
• Examples and case studies of successful project management: Identification of contemporary and/or current issues that project managers are facing in fields such as Information Technology, Planning and Development, Public Health, and Public Facility Construction

Instructor

Guy VanRensselaer is the Process Improvement Specialist for the City of Madison. He has been an instructor for the University of Wisconsin's Certified Public Manager program for over 20 years. He also provides consulting services to public and not-for-profit organizations statewide.

General Information

All classes meet 8:30 a.m. to 3:15 p.m. at the Pyle or Lowell Center on the UW campus (702 or 610 Langdon Street, respectively).

Complete information, including map, building location, driving directions, and parking will be sent prior to the class.

Each part counts as 1.2 CEUs. All CEUs may be used towards the completion of the Wisconsin Certified Public Manager® (CPM) Program. For more information on the CPM Program, visit: www.dcs.wisc.edu/pda/cpm

For CPM candidates: The complete certificate equals 2 Quantitative Methods and/or Resource Management electives.

Fees

Part I only: $250.00
Complete certificate: $475.00

Fee includes cost of instruction, instructional materials, refreshment breaks, and a nonrefundable $20 administrative fee.

To register visit: http://continuingstudies.wisc.edu/certified-public-manager/index.html