



## Deliverables, Milestones, and Resources: Project Management Basics

**Wednesday, October 22, 2014**

**1:00 p.m. – 4:00 p.m.**

**Location: Ryan Professional Learning Center**  
4001 Hardy Street

**Contact Info:**  
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Every task, request, and assignment that an employee receives can be considered a “project”. To effectively execute these projects, understanding the basic concepts about project management can help a person effectively plan and execute project more efficiently. In this course, participants will:

- Become familiar with the project management process and its related terminology
- Receive tools and resources for planning and scheduling
- Leverage information to effectively implement project management concepts in your department

**Register Online on eTrain: Course Code OB0019**