

 U.S. Virgin Islands

Principles and Techniques of Project Management

 5 day course

COURSE DESCRIPTION

This course provides a hands-on study of the project management concepts and principles needed to manage a project from day to day. The course allows each individual to understand the discipline of project management, learn the industry standard terminology, and use the tools and techniques to effectively manage projects in a case study environment. This course is compliant with the Project Management Institute's® (PMI's®) current Project Management Body of Knowledge® (PMBOK®).

WHAT YOU WILL LEARN

- Introduction to the framework of project management
- The ability to compare and contrast the project management knowledge areas with the project life cycle
- The use of an integrated case study to understand the major deliverables of a project: charter, scope statement, work breakdown structure, project network diagram, risk register, change request, and time driven schedule
- The ability to identify each of the following tools, techniques or outputs: activity Gantt chart, resource graph/histogram, resource spreadsheet, and resource driven schedule, quality control chart, risk matrix, project plan vs. a project schedule, and other common tools and techniques.
- Learn how to identify and respond to risk
- Understand the dynamics of a team and how to overcome some challenges to team development
- Application of the following project scheduling concepts: critical path, schedule compression, crashing, slack/float, fast tracking, and resource leveling
- A clear understanding of how project management is utilized to manage projects more efficiently and effectively on a daily basis



October 17 – 21, 2022
9:00 a.m. – 4:30 p.m. (EST)



35 CPE Credit



Department of Planning and Natural Resources

Main Conference Room
4611 Tutu Park Mall
Suite 300, 2nd Floor



ADD TO CALENDAR

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REGISTER NOW

<https://learn.pitiviti.org/158?invite=26e04q>

Contact: Elisa Williams



SEND EMAIL

elisa.williams@omb.vi.gov



WHO SHOULD ATTEND

Anyone who has or will be assigned project management responsibilities; for Project Managers, Project Leaders, Project Team Members or anyone performing in those roles or soon to be performing in those roles. This course is excellent for anyone aspiring to understand the discipline of project management as a whole and how the tools and techniques interact with each knowledge area and each process to manage a project from concept to completion.

HEALTH & SAFETY PROTOCOLS

For all on-site training in the insular areas, the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) works closely with local training hosts to ensure that participants, instructors, and training support staff enjoy a safe learning experience. Full details of our health and safety guidelines are available [here](#). Please contact us at info@pitiviti.org with any questions.

TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact info@pitiviti.org.

COURSE DATE AND TIME

This course will take place on-site in the U.S. Virgin Islands from October 17 through October 21, 2022. Specific training times are listed below:

October 17 – October 21, 2022	Location: Department of Planning and Natural Resources Main Conference Room, 4 611 Tutu Park Mall, Suite 300, 2 nd Floor	9:00 a.m. . – 4:30 p.m.
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 **INSTRUCTOR**

Clarissa J. Corbin
MCCT, MOS, MCTS, MCT, ITIL, CSM, PMP

Clarissa has been teaching for over 25 years. She uses a wide variety of teaching strategies to motivate and to help her students learn. She began her career in elementary education. She progressed to university instruction where she taught at both Columbus State University and Boston University working directly with professional adults to improve their skills in technology, project management and business. She has continued her teaching in private business training clients worldwide as the President & CEO of Projections Consulting, Inc. Her motto is "she can't teach a person who's sleep." So, it is her job to make learning fun, interesting, and worthwhile.

Clarissa went on to work as Director of Training for a regional company and then began combining her leadership and teaching experience with curriculum development, business analysis and project management. While working with companies having diverse clients like Microsoft, Citibank, PNC Bank, Perot Systems, Synovus Trust, First Data Corporation, Abercrombie & Fitch, Symantec, and a host of governmental agencies, she successfully instructed and managed projects promulgating these emerging technologies, process improvements, leadership, management development, and IT service management strategies worldwide. She also authored and co-authored training manuals that were used nationally for these new technologies.

Clarissa served as Director of Boston University's TrainingTrack Project Management Programs for three years. She is the current owner and CEO of Projections Consulting, Inc., headquartered in Williamsburg, Virginia. Clarissa has been and remains a catalyst for new project management, service management, business analysis, management, and education initiatives.

Clarissa holds many technology and business certifications. She is certified as a project management professional (PMP) through the Project Management Institute (PMI), Information Technology Infrastructure Library (ITILv3) through Examination Institute for Information Science in the Netherlands (EXIN), and a Microsoft Certified Trainer (MCT) amongst others. She has spoken to many PMI chapters across the country and around the world and has personally interviewed and evaluated hundreds of experienced instructor candidates vying for placement in Boston University's vanguard project management program. Her leadership, project management, service management, and business analysis collaborations include work with project managers, instructors, PMI chapters, and businesses in the United States, Singapore, Trinidad & Tobago, Jamaica, China, Japan, South Korea, Hawaii, and Canada.



HEALTH & SAFETY PROTOCOLS PITI-VITI ON-SITE TRAINING

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Participation and Attendance

Participation in PITI-VITI courses is restricted to participants, instructors, and support staff only. Participants should not join a PITI-VITI training if unwell, and should immediately leave the training and seek medical care if you begin to feel unwell.

As a precondition of participation in PITI-VITI training sessions, each participant must:

- *Have been fully vaccinated* prior to the start of the session;
- *Have pre-registered* for the course and uploaded vaccine information to the PITI-VITI portal at <https://learn.pitiviti.org/vaccine>
- *Have not been diagnosed* with COVID-19 in the last 14 days;
- *Have not had symptoms* consistent with COVID-19 in the last 14 days;
- *Have not had close contact* with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
- Agree to not participate or to leave the classroom *if they feel unwell* or if any of these situations become known to them before or during any PITI-VITI training.



Protective Measures

The Graduate School USA follows well-established and evidence-based protective measures that are consistent with local regulations at the time of training in each location.





Physical Distancing

- Maintain physical distance as much as possible.
- Host offices will ensure facilities and spacing are in accordance with local rules.
- Greetings such as handshakes, embracing and similar activity is not consistent with physical distancing.
- Attendees are requested to minimize activity until seated in the training room, and once seated to remain in their seats.



Meeting Size

Class sizes may be limited to comply with current regulations within each jurisdiction.



Face Coverings

- Participants may be required by local regulations to wear a face covering while in the training room.
- Face coverings, if required, are to cover the mouth and nose.



Contact Precautions

- Hand-sanitizing is encouraged.
- No food or drink glassware will be provided in meeting rooms.



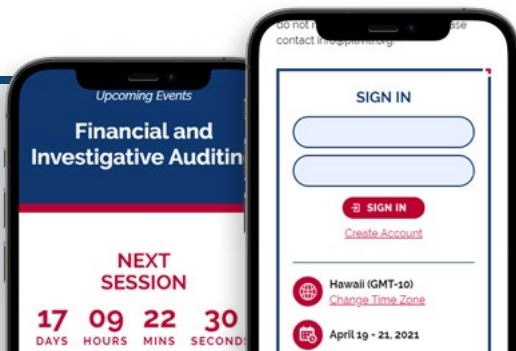
Cleaning

Host offices will ensure that training facilities are cleaned to the requirements in their jurisdiction. Attendees are encouraged to ensure their workspace is clean.



After the meeting

If you become unwell or are diagnosed with COVID-19 within 14 days following a PITI-VITI training, please contact PITI-VITI Administration through the confidential address info@pitiviti.org so we may notify participants that they are a potential close-contacts.



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