

*Project management*

*doesn't involve this*

*But it can bring  
peace of mind.*

**Attend the "Project Management: Advanced Topics,  
Managing Risk & Fixing Tough Projects" Seminar**  
*September 13<sup>th</sup> – 14<sup>th</sup>, Yarmouth, NS*

Jim Milliken of *Jim Milliken, Inc.*, will be joining the Nova Scotia Boatbuilders Association (NSBA) at the Rodd Grand Yarmouth, 417 Main Street, for a two-day workshop on Project Management. With fall approaching, it's the perfect time to train employees and project leads to keep on top of contracts throughout the year.

NSBA Members pay \$200.00 plus HST. Non-Members pay \$250.00 plus HST. The fee covers the cost of lunch on both days and training manual. To register, fax the attached form to 902-423-2379 or send an email to Toba at [nsbatraining@eastlink.ca](mailto:nsbatraining@eastlink.ca).



For information on upcoming workshops as it becomes available, see the NSBA website at [www.nsboats.com/calendar](http://www.nsboats.com/calendar)

**Questions? Need directions? Email or call the NSBA office at (902) 423-2378.**

## Project Management

Modern Project Management is based on a series of sensible steps to identify, specify, organize and track the activities of complex innovations. The aim is to produce predictable outcomes with control of budget, schedule and risk. Sometimes that works; often it doesn't. There usually are numerous bumps in the road, some of them substantial. The process can be frustrating, exhausting and ultimately disappointing. Depending upon your standards, the project failure rate in all fields runs from 30 to 70 percent.

It doesn't have to be that way. When Project Managers effectively engage the real issues of their projects in a timely fashion, they produce quality results, on time and within budget. This two-day interactive workshop engages participants in an examination of the workplace realities that people must deal with, and the process essentials they must adapt and practice amid uncertainties and changing circumstances.

Major topics are:

The six-stage process for planning and organizing a successful project:

- ✓ Establishing the foundation; organizing the Project Team
- ✓ Conducting the Work Breakdown Structure process
- ✓ Specifying and assigning the Project tasks; installing Quality Management
- ✓ Setting the Project Schedule and identifying the Critical Path
- ✓ Establishing management plans for risk, communication and resources

Major issues in team leadership and stakeholder management

Management of Project Implementation Projects

Understanding and rescuing troubled Projects

### James Milliken, *Jim Milliken, Inc.*

*Jim Milliken has been analyzing Project Management, working with Project Managers and designing/delivering training since 1986, after an initial career as a newspaper writer, editor and manager. He holds the Project Management Professional certification of the Project Management Institute, and is a Quality Matters master reviewer for online college course design. Jim works onsite with leaders in business, industry and professions, as well as presenting credit courses and workshops for a variety of higher education institutions. Besides an eight-day, three-course Project Management curriculum at the University of Southern Maine, his designs cover dozens of topics in Communication, Management and Personal Productivity. For more, view Jim's website at <http://millikenproject.com>.*



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## PROJECT MANAGEMENT WORKSHOP REGISTRATION FORM

NSBA Member  Non-Member

### REGISTRATION INFO

Name(s) of Registrant(s) (use additional space as needed):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Contact Name (if more than one registrant): \_\_\_\_\_

Company (if NSBA Member): \_\_\_\_\_

Email (for follow up): \_\_\_\_\_

Daytime Phone (preferred if paying by VISA/MasterCard): \_\_\_\_\_

### PAYMENT

Method (please circle):    Cheque/Money Order    VISA/MasterCard

*If sending cheque or money order, please direct to:*

*Nova Scotia Boatbuilders Association  
330-1496 Lower Water Street  
Halifax, NS B3J 3R5*

*\*\*\*Please ensure all payments are made on or before **September 2<sup>nd</sup>, 2011**\*\*\**



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