

## PROJECT MANAGEMENT WORKSHOP

Please type or print clearly. Incomplete or illegible applications will not be processed.

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County Employee Number	Last Name	First Name	
Current Position	Payroll Title (if different)	Item Number	
Work Phone	Extension	Fax	Email Address
County Department	Department Number		
Home Address	City	Zip Code	

### PROGRAM REGISTRATION

This application indicates an interest in the program, not guaranteed enrollment. Applicants will be notified when the workshop has been scheduled and opened for enrollment. Participation in this workshop will require your manager/supervisor's approval and signature, to be obtained later during the enrollment process.

### ELIGIBILITY REQUIREMENT

This workshop is intended for County managers and analysts who are responsible for managing, leading or assisting in the coordination of projects.

### QUESTIONS?

For questions or to inquire about accommodations needed to participate in this workshop, please contact the Learning Academy at 213.738.2870 or [LearningAcademy@hr.lacounty.gov](mailto:LearningAcademy@hr.lacounty.gov).

Please fax or email your completed application to the Learning Academy at:

Email: [LearningAcademy@hr.lacounty.gov](mailto:LearningAcademy@hr.lacounty.gov)

Fax: 213.637.0094

## PROJECT MANAGEMENT WORKSHOP

### WORKSHOP DESCRIPTION

This workshop is intended for Managers and Analysts who are responsible for managing, leading or assisting in the coordination of projects. This one-day workshop provides participants with an introduction to the fundamentals of project management with an emphasis on the skills and techniques required to plan and manage a project on time and within budget without compromising quality targets.

### TOPICS COVERED IN THIS ONE-DAY WORKSHOP:

- Define objectives of a project
- Describe techniques when comparing and selecting projects
- Develop project requirements
- Describe elements of a statement of work
- Develop a work breakdown structure
- Perform network analysis
- Develop schedules using the Gantt Chart

### PROGRAM LOGISTICS

Space in this workshop is limited and will be filled on a first-come, first-served basis. Registration and manager approval are required and there will be no onsite registration.

### PROGRAM COSTS

All costs of this workshop, including textbooks, parking, and instruction are paid for by the Academy.

### PRESENTER

JITINDER SINGH is President of Milli Micro Systems, a project management firm. Mr. Singh has an MBA and MS Engineering from UCLA. He has 25 years of experience in all aspects of management and has worked in manufacturing, marketing, distribution and business development for the aerospace, entertainment, high technology and international trade. Some of his projects have included - DollarStore.com, Shopping.com and CompreMex.com on the World Wide Web, and enterprise systems for Metropolitan Water District, Fox Channels Group, and Jupiter International. He has taught at UCLA, CSUN, Keller Graduate School, and Pepperdine University in their adult learning programs.



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