



**THE PORT AUTHORITY OF NY & NJ**

**“Primavera Project Management”**

**“Managing Growth® - Spring 2010**

The Regional Alliance for Small Contractors (RASC) is offering a two-day computer software training in Primavera Project Mgmt. This training is being offered by the Port Authority to assist M/W/S/DBE firms to familiarize them with the project management software that the Port Authority is requiring contractors to utilize when performing Port Authority contracts.

*Due to the high demand of this course, we are pleased to offer two separate sessions. Please check only one box:*

*May 6 and 10, 2010*

*May 7 and 11, 2010*

**COURSE DESCRIPTION:** The Primavera Project Management software training will provide individuals with scheduling skills required to deliver a critical project on time and within budget. As an effective business owner or project manager, you will learn how to:

*All classes will be held from 10:00 AM – 4:00 PM  
At 1 Madison Avenue, 5th Floor - Classroom A  
(b/w 23rd & 24th Streets) New York, NY 10010*

- Organize scarce resources
- Control project change
- Generate maximum team performance
- Identify the project life cycle
- Define key project deliverables
- Create project timelines
- Establish an effective control process
- Successfully produce a project plan, manage and deliver it on time
- Implement project management process that responds to real-worked scenarios
- Implement monitoring skills needed to run a motivated team
- And much more.....

***Please register now – seating is limited!***

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Are you currently using Primavera? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please indicate your level of experience \_\_\_\_\_

***Please fax form to (212) 268-7509  
If you have any questions or need additional information, contact the Regional Alliance at (212)268-2991***

***The Regional Alliance will notify you one week before each class if you have been accepted.***

***No Food will be served nor will food be allowed in computer room***

***Please bring your PHOTO ID, as you will be issued a pass for entrance***

***There is no seminar fee***