



Project Management 2007/2008 Offerings

Dates and Locations

Waterloo, ON – Cut-off date Nov 1st

Week 1: Nov 22nd to Nov 26th

Week 2: Dec 13th to Dec 17th

Vancouver, BC – Cut-off date Nov 1st

Week 1: Nov 15th – 19th

Week 2: Dec 6th – 10th

Ottawa, ON – Cut off date Jan 10th

Week 1: Jan 31st to Feb 4th

Week 2: Feb 28th to Mar 3rd

Waterloo, ON- Cut off date Feb 7th

Week 1: Feb 28th to Mar 3rd

Week 2: Apr 3rd to Apr 7th

The Cost

Non-Member - \$3500.00

MCAC Members - \$ 2925.00

CMCEF Members - \$ 2600.00

Plus 6% GST

The Fee includes a complete and comprehensive manual, breakfast, and lunch each day.

BN# 867668436 RT 0001

Cancellation Policy

Thirty (30) calendar days prior to start of course—100% refund

Fifteen (15) calendar days prior to start of course—50% refund

Seven (7) calendar days prior to course commencement— No refund

Substitutions can be made up to the day before the course starts.

How To Pay

Visa, MC, Amex, Cheque

Registration

Seating is limited to 24 students!

Please fill out the attached registration form and fax or mail it to:

CMCEF

804-280 Albert St.

Ottawa, ON

K1P 5G8

Phone: (613) 232-5169

Fax: (613) 235-2793

**Registration is not complete until
payment has been received**

For more information please contact

Tania Johnston

eMail: tania@cmcef.org

Website: www.cmcef.org

The **Canadian Mechanical Contracting Education Foundation (CMCEF)** proudly presents the exclusive CMCEF Gold Seal and Blue Seal Accredited Project Management Program. The highly acclaimed program is offered in partnership with the University of Waterloo. The program takes place over a 10-day period and is split into two 5-day sessions. There have been over 20 sessions offered with more than 600 industry managers graduating from the program.

Course Outline

This Gold Seal accredited course is designed to:

- To improve the planning and controlling of your projects, thereby improving your company's bottom line
- Take a business view of projects and take ownership of a project from bid to final payment
- Increase your own project "lessons learned" by learning from experiences of other participants
- Be able and willing to contribute improvements to your company's project management process
- Be better prepared to take Gold Seal examination, if you choose
- Enjoy your projects!

Summary of Course Topics

Over the two week period sessions will be held on:

- Project Administration
- Scheduling
- Managing Individual Differences
- Safety: A Management Perspective
- Change Orders
- Construction Law
- Job Cost Controls
- Meetings and Communication
- Dispute Avoidance and Claims
- Labour Relations: Due Diligence
- Project Completion

Your Instructors:

Part of what is unique in this Project Management offering is that over the 10-day period you will be introduced to 8 different instructors who are all experts in their field of knowledge. You will learn from the best!

In order to receive the course certificate, students **MUST** attend 9 of 10 days. A final assignment must also be completed during class time.

"The Project Management Course offered by CMCEF and the University of Waterloo was very professional in its approach with very well qualified and experienced professionals. I have been associated with the contracting business for more than twenty (20) years. This course is a recommended must for those interested in having a "professional standard" approach to Project Management. Thank you for giving me the opportunity to attend" **Robert Thain, Black and McDonald, Winnipeg, MB**



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Registration Information:

Company Name: _____ Date: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ eMail: _____

** Due to limited space, registration will be processed on a first come, first served basis. Register early to avoid missing out!*

To Register Please Check:

Registrant

CMCEF Contributor

Course Name		City	Province	Course Dates
No.	Attendees Name	Sub Total	GST/HST	Total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$

Method of Payment:

Cheque
(Payable to CMCEF)

Visa

MasterCard

American Express

Invoice Me
(Members Only)

Card Number: _____ Expiration: _____

Cardholder Name: _____ Signature: _____

Please Note: Registrations Cannot Be Processed Without Payment

Cancellation Policy: Should it become necessary to cancel your participation, please send written notification to CMCEF 30 days prior to the course start date for a full refund, or 15 days for a 50% refund. Please note that after 7 days there can be no refunds but substitutions will be accepted.

Please Fax This Registration Form To 613.235.2793