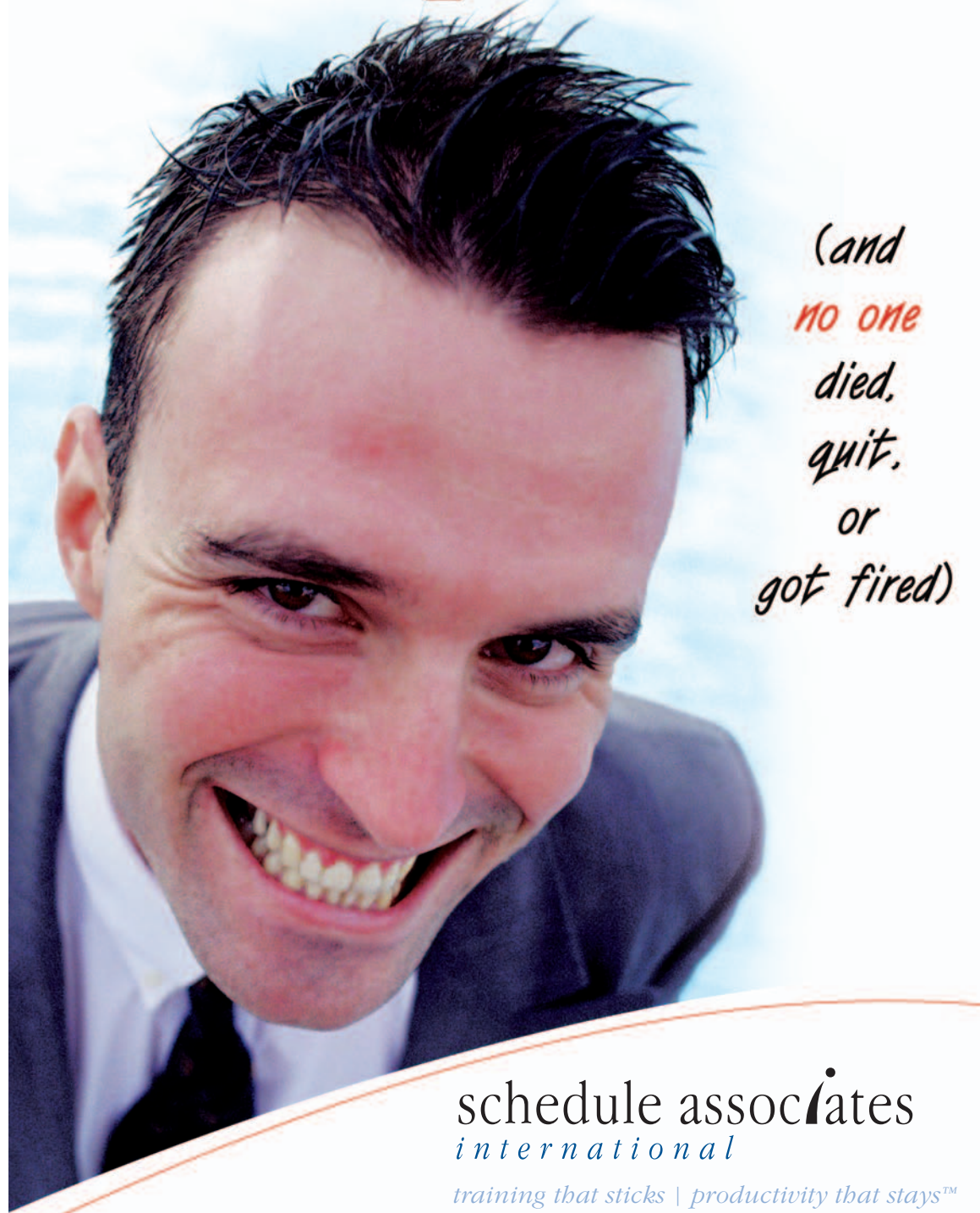




get projects done...
 We offer a **no-misery** approach to helping you

Project accomplished.



(and no one died, quit, or got fired)

schedule associates
international
 training that sticks | productivity that stays™

Schedule Associates International
 Integrating the concepts, skills & tools of project management
 for training that sticks, productivity that stays.

Concepts, skills, tools... ever try to manage a project with just one of them? Knowing what to do to successfully manage projects is critical, but you also need the skills to put that knowledge into action. If you're using project management software like Microsoft® Project, you're also required to know the concepts behind the software and possess the skills to use it effectively. Concepts, skills, tools... learn all three from Schedule Associates.

- Concepts, skills, project management software—the whole package**
- Apply proven project management concepts and techniques.
 - Develop the skills necessary to motivate and manage team members.
 - Take charge of Microsoft Project and put it to work for you.
- Performance that's predictable and manageable—and promises you can keep!**
- Maintain continuous insight into your projects—no matter how many.
 - Gauge the true cost of a project in money, time, people.
 - Accurately predict when the project will be completed.
- Method over madness—in just a few days**
- Assemble a plan for successful project completion.
 - Identify needed resources—and lobby for more if you need them.
 - Track projects easily and predict future results.
- Lasting results—because it's what you do with your training that counts**
- Courses are taught by experienced, certified Project Management Professionals (PMP®s) and certified Microsoft Office Project Specialists.
 - Exclusive, comprehensive, high-quality reference manuals up to 350 pages long keep your new skills in top form.
 - Leverage Schedule Associates' exclusive Back-at-Work™ Bonus—free, online access to our library of templates and tools you can immediately put to use on the job.

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 PMP® is a certification mark and "PMP" is a service and trademark of the Project Management Institute (PMI), Inc. which is registered in the United States of America and other nations.

Project Management for IT Projects: Join us in these cities in 2004 for world-class learning to provide you with the skills necessary to successfully manage projects in the challenging world of IT!

Oct. 14-15	Cincinnati, OH	Aug. 5-6	Woburn, MA
Oct. 25-26	Philadelphia, PA	Aug. 23-24	Norfolk, VA
Nov. 8-9	Nashville, TN	Aug. 25-26	Tysons Corner, VA
Nov. 11-12	Fort Lauderdale, FL	Sept. 13-14	Des Moines, IA
Nov. 18-19	New York, NY	Sept. 15-16	Chicago, IL
Dec. 13-14	Dallas, TX	Sept. 23-24	Hartford, CT
Dec. 15-16	Las Vegas, NV	Oct. 11-12	Birmingham, AL

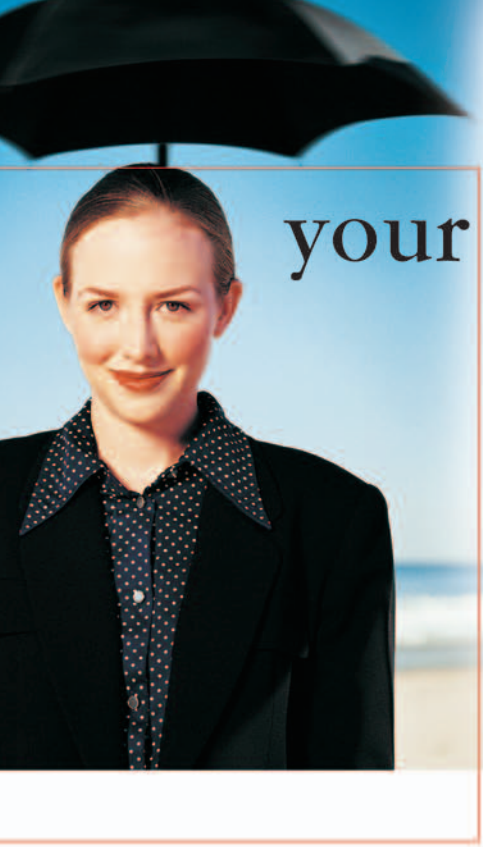
See reverse side of the brochure for more courses and detailed course outline.

Ready to register?
 Need to arrange classes at your workplace?
 Want more details on how we can help you meet your goals?
 Contact us today!



Don't delay!
 10% off any course that's booked by November 1!

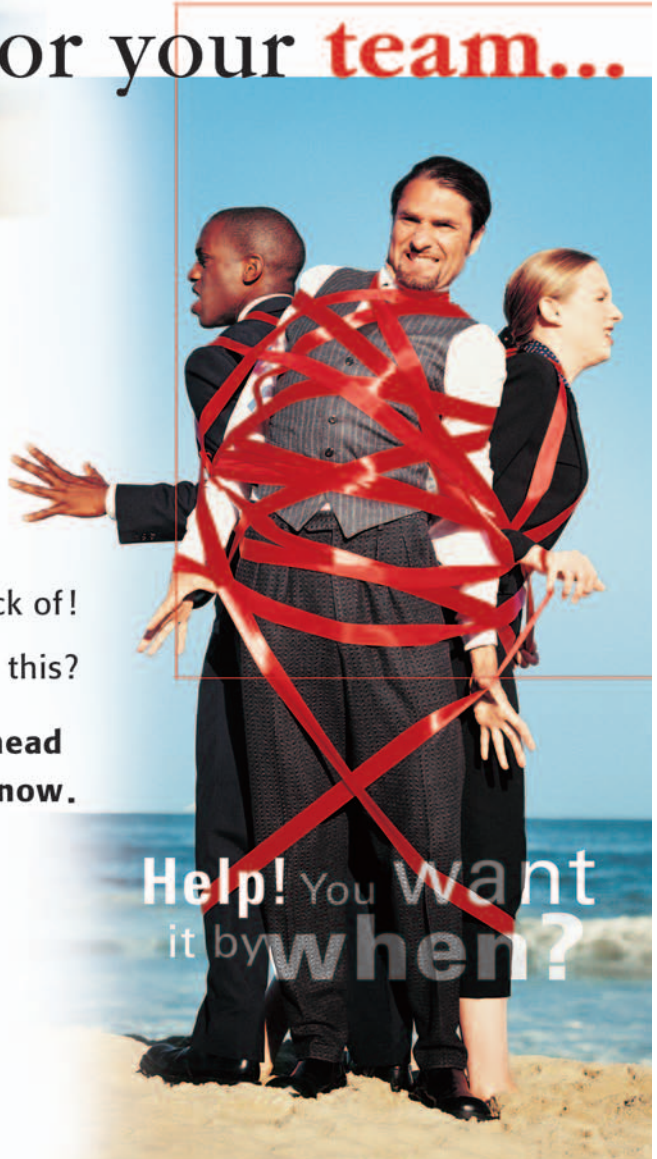
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international
 training that sticks | productivity that stays™



your **boss...**

- Profits up.
 - Projects complete.
 - Customers satisfied.
- By next quarter.**

or your **team...**



Another project to keep track of!
 Who can I get to do this?
 You could just go ahead
 and shoot me now.

Help! You want
 it by **when?**

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If addressee is no longer with your organization,
 please deliver to your project management office.

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 Rochester, NY 14618-2213

2 NEW Microsoft Project Courses!
Project Management with Microsoft Project
Comprehensive Microsoft Project
 www.scheduleassociates.net



Project Management Training: getting the big picture

Project Management for IT Projects

IT is different! Learn how to complete IT projects on time and within budget while also managing risk, change and the people involved. This 2-day course covers all aspects of project management in the world of information technology from project inception through closing out the project.

Course Agenda – Day 1

Projects and Project Management in IT

Projects and Project Management
The Project Life Cycle
How is Project Management in IT Different?
The Role of the Project Manager
Project Manager Certification

Project Initiation

Requirements Analysis and Project Management
Determining Who Has an Interest in the Project
Defining the Project
The Project Description Document
The Statement of Work
Choosing Among Multiple Projects
Getting the Authority to Proceed
The Project Sponsor
The Role of the PMO
Best Practices in IT Project Initiation

Case Study—Getting the Ball Rolling

Planning the Project

Predicting the Future—The Planning Horizon
The System Development Life Cycle
Project Management and Software Development Methodologies
Defining the Scope
When Will the Project Be Done?

Quality Planning

What is Quality?
Quality Assurance vs. Quality Control
Relevant Standards
Testing
What Needs to Be Tested?
Planning for Testing
Test Types
Test Outcomes

Estimating Work and Cost

Key Estimating Concepts
Types of Costs
Top-Down vs. Bottom-Up Estimating
Estimating Techniques

Prerequisites: None

Length: 2 days

Course Number: 2033-PMIT02

Course Credits: 14 contact hours of project management training good toward PMI®'s CAPM or PMP® project management certification. PMP®s receive 14 PDUs good toward recertification.

Fee: \$1,095 (US) per person

Locations: Offered in a number of cities – see our listing on the reverse side of brochure.

Also Available!

Project Management Principles and Practices

This 2-day course covers the entire project lifecycle—from defining the project in its earliest stages to closing it out and getting those final signatures. Just the right course if you've got multiple people who need to "get on the same page" to manage projects more efficiently.

After Schedule Associates training... project management will feel like a day on the beach.

Microsoft Project Training: the specifics you need to get the job done

Project Management with Microsoft Project

Whether you're using Microsoft Project 98, 2000, 2002 or 2003 you'll find what you need in this course. It's packed with useful information about efficiently planning and managing projects with Microsoft Project. Plenty of time is provided for hands-on exercises and more extensive case studies so you will be comfortable applying your new skills on the job.

Course Agenda – Day 1

Project Management and Microsoft Project

Getting Oriented in Microsoft Project
Components of the User Interface
Views
Tables
Field Types
Dialogue Boxes
The Options Dialogue Box
User Assistance
Navigation Tips

Setting Up the Project

Documenting File Properties
Entering Project Information
Defining a Day, Week and Month
Establishing the Project Calendar

Defining Project Scope

Building a Work Breakdown Structure
Establishing Task Hierarchy
Numbering the Tasks—The Outline Code
Numbering the Tasks—The Unique Identifier Field
Establishing Recurring Tasks

Case Study—Defining Project Scope

Sequencing the Work

Setting Scheduling Parameters
Relationship Types
Lag and Lead Time
Linking Tasks
Establishing Task Constraints
Establishing Milestones
Changing the Layout of the Network Diagram
Working in the Gantt Chart View

Case Study—Building a Network Diagram

Establishing the Resource Pool

Identifying Resources for the Project
Creating Resource Calendars
Entering Resource Costs
Entering Material Resources

Assigning Resources to Tasks

Understanding "Work"
Understanding "Duration"
"Work" versus "Duration"
The Work Formula
The Work Formula Precedence
Assigning Resources and Work

Entering Fixed Costs

Prerequisites: Some familiarity with project management concepts is assumed. Attendees should know how to navigate within Microsoft Windows applications. A PC or laptop with Microsoft Project 98, 2000, 2002 or 2003 installed is required.

Length: 2 days

Course Number: 2033-MSP001

Course Credits: 14 contact hours of project management training good toward PMI®'s CAPM or PMP® project management certification. PMP®s receive 14 PDUs good toward recertification.

Fee: \$1,195 (US) per person

Locations: On-site training only; contact us to schedule your session.

(Note: This course addresses Microsoft Project in its stand-alone implementation; does not include Project Server.)

Also Available! Comprehensive Microsoft Project

Delve into the more advanced features of Microsoft Project with this extensive 3-day course. Advanced topics include managing multiple projects, creating formulas within Project, evaluating project status with earned value, and a host of others. Learn the inner workings of the tool and get hands-on practice so that you'll leave the classroom confident in your ability to successfully manage any project with the use of this software. This course is for the stand-alone implementation of Microsoft Project and does not include Project Server.



On-site training: customized and convenient

Do you want training at your site for 10 or more people? Contact us to talk about the specific needs we can meet for you. Prefer to "try before you buy?" Let us arrange an audit of one of our public subscription classes for you!

1-800-606-1450 or www.scheduleassociates.net

Public subscription classes

We offer many of our classes on an open-enrollment basis. You can easily register online at www.scheduleassociates.net. Seating is limited, so register early! All classes are held from 8:30 am to 4:30 pm. Check our web site or reverse side of brochure for a list of upcoming classes.

Discounts for early birds and groups of 3 or more

Get a 10% discount if you register for a class by November 1—and complete the class during 2004—or if three people from your organization attend one class.

Course dates and locations are subject to change. We continuously improve course content, so course agendas may change as well. Check our web site for current information. Schedule Associates is not responsible for travel, lodging or other costs in the event that a course is unavoidably cancelled.

Consulting before, attention during, support after: what you need to succeed.

The relationship we create:

"...partners, not vendors."

"We have people who are assigned projects on top of their regular jobs, and we send them to the classes that Schedule Associates has developed for us. They come out of the classes and say, 'Oh, now I get it.' You can see the light bulb go off. Project management is a complicated, multi-faceted topic, but now they understand it, and they understand what's required of them. The course content is wonderful—it fully integrates our project methodology with the best practices of the industry. Our organization has totally embraced Schedule Associates. We think of them as partners, not vendors."

– Rebecca Sanders, Corporate Manager,
Project Administration Office, Partners Healthcare System