



**THE PORT AUTHORITY OF NY & NJ**

**“Primavera Project Management”**

**“Managing Growth® - Spring 2011**

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 19 and 20, 2011

May 23 and 24, 2011

**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: \_\_\_\_\_

**Please provide your individual email, confirmation notices will be sent only via 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***