Instructor

Rodolfo Portillo is an adjunct professor of business logistics management at the Texas A&M International University’s A. R. Sanchez, Jr. School of Business.

Portillo holds a B.A. in civil engineering, a master’s in business administration, and project management institute certification.

He has worked as a business management consultant for more than 15 years, having provided consulting, training and administrative services to a number of organizations. Among those are manufacturers, construction firms, freight forwarders, distribution centers, international trade companies, service firms.

Portillo has been a guest lecturer at the American Management Association since 1985.
Description

As the business world grows more competitive, organizations find it necessary to take on an increasing number of projects. These organizations often unfortunately don’t have skilled project managers to handle the work. In this course, you will learn and practice the latest tools and techniques necessary for successful project management (PM).

In lectures, discussions and exercises, you’ll cover essential aspect of managing projects.

Target Audience

This non-credit course is targeted at all managers and individuals who are new to project management, “accidental” project managers (professionals for whom PM is a secondary part of their jobs), business analysts, subject-matter experts from any field who contribute to projects, managers responsible for projects and experienced project managers looking to review current tools, techniques, and processes.

Main Topics Covered

• An overview of the framework of project management
• Discussing the key concepts, terminology, and rules
• Defining a “project,” the project triangle, and core PM processes
• Application and reference to PMBOK Guide Initiating the Project
• Creating a project charter and defining requirements
• Identifying and assigning ownership identifying the work
• Building on the charter and product requirements
• Identifying and assigning ownership estimating the work
• Discussing industry best practices for creating realistic estimates scheduling the work
• Creating network logic diagrams that show task dependencies
• Producing Gantt charts to graph project timelines using Microsoft Project application software
• Determining the critical path and calculating float
• Discussing Theory of Constraints (TOC) and Critical chain project management (CCPM)
• Creating the Budget
• Capturing and tracking personnel and (out of pocket) expenses.

How To Register

Please submit registration form and payment to:
Texas A&M International University
A. R. Sanchez, Jr. School of Business
Division of International Business and Technology Studies
5201 University Boulevard
Laredo, Texas 78041-1900

Friday, Feb. 6, 2009
Registration: 6:30 p.m.
Course: 7—9 p.m.

Saturday, Feb. 7, 2009
Course: 8 a.m.—12 p.m.
Lunch: 12—1 p.m.
Course: 1—4 p.m.