

2012 Annual Education Session

AGENDA

Location: Mainstage

8 a.m. Hot Buffet Breakfast

9 a.m. - 12:15 p.m. Education Session

12:15 - 1:15 p.m. Buffet Lunch for Education Session Participants

“Project Management for Municipalities”

By John Popoff, RPP, MCIP Director of Development Services, Town of Chestermere

Project Management is the process of managing projects. It is not the process of actually doing the work. Proven Project Management tools and techniques can be used to greatly improve the success of projects by bringing in more projects, on time, on budget and as expected. In municipalities, there are two primary sources of work: proactive and reactive. Municipal Staff typically have responsibilities in both categories. Reactive work includes addressing public inquiries, processing applications and attending Council meetings. Proactive work includes projects which have a definite beginning and end. Municipal Staff are challenged finding the time and resources to complete projects while addressing urgent and constant daily activities.

In this three hour educational, John will introduce the Profession of Project Management and how it applies to municipalities. He will introduce key concepts to attendees including how to determine “what is a project” and “what are operations”. John will also explain how a municipality can incorporate a Project Management process and he will share examples from his experience establishing a Project Management process with his staff in Chestermere.

Participants will be introduced to the Science of Project Management including the five process groups and nine knowledge areas, as advocated by the Project Management Institute (PMI), the largest and most influential professional Project Management organization in existence. Attendees will learn how to break projects down into manageable pieces and prepare schedules, budgets and project management plans. Participants will also be introduced to the Art of Project Management including stakeholder analysis, communications planning, leadership, team building and negotiation. Participants will leave with tools, techniques and tips they can apply immediately in their municipal project management efforts.

2011 CPAA Conference Sponsors

Our apology - We also thank Gold Sponsor – County of Stettler and Bronze Sponsor – CMHC who were not listed in the July issue.



Community Planning
Association of Alberta

REGISTRATION FORM

CPAA 2012 PLANNING CONFERENCE And EDUCATION SESSION

APRIL 16, 17, and 18, 2012
Black Knight Inn, Red Deer, Alberta

#205, 10940 – 166A Street
Edmonton, AB T5P 3V5
(780) 432-6387 Tel
(780) 452-7718 Fax
cpaa@cpaa.biz www.cpaa.biz

Name: _____

Firm or Organization: _____

Position/Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Indicate Food Allergies and/or vegetarian preferences: _____

Full-time students please indicate (and see special rate below):

Program of Study and Institution _____

- ☐ **Student Registration Fee: \$50.00** Students must be current members of CPAA.
Check all items that apply:

Education Session 2012 Monday, April 16, 2012

"Project Management for Municipalities" 8:00am to 1:15pm includes Breakfast and Lunch

- ☐ Registration Fee: \$125.00 for CPAA Members
☐ Registration Fee: \$150.00 for non Members

NOTE: CONFERENCE OPENING - 1:30PM Monday, April 16

CPAA 2012 Conference April 16, 17, 18 2012

"Planning for Complete Communities – How to Get There"

- ☐ Registration Fee: \$435.00 for CPAA Members
☐ Registration Fee: \$500.00 for non members
Registration fee for Conference includes: Minister's Reception, Conference Sessions, Breakfasts, Luncheon & Banquet

Indicate number of extra tickets:

_____ Extra Conference Luncheon Tickets\$30.00

_____ Extra Conference Banquet Tickets\$60.00

- ☐ Display space is available for \$100:00 per space (includes one banquet ticket). Tables and power available upon request.

TOTAL AMOUNT OWING: _____

| | | |
|---|--|--|
| <input type="checkbox"/> Payment Enclosed | <input type="checkbox"/> Payment to Follow | <input type="checkbox"/> Invoice Above |
|---|--|--|

GST is not applicable. Sorry, but we can not accept credit card payments. Cancellation Policy: There will be no refunds. However, registration is transferable to another person within your organization. Return registration form with a cheque payable to: Community Planning Association of Alberta (address above).