

Asset Name	Description	Role
Accounting for Change Orders	<p>This 2-hour interactive online course concentrates on the accounting for change orders - how change orders can be "kept track of" in an accounting system, and how their cost might be captured and their revenue recognized and realized. At the conclusion of this course you will:</p> <ul style="list-style-type: none"> Understand the capturing of change order costs in a job cost system Be able to distinguish between the four types of accounting change orders Know how to recognize change order revenue Know how to collect or turn change orders into cash <p>[Keywords and Related Searches - finance, accounting, change order, price, contract revisions, contract extras, modifications, amendments, labour, time, change order costs, accounting change order, job cost system, red vector, redvector, deltek training network]</p>	End User
Business Ethics	<p>Ethics is defined as "the discipline dealing with what is good and bad and with moral duty and obligation." Practising proper business ethics can be more simply stated as "doing the right thing" at work. Once you become an employee of the company, you become a part of many relationships that require that you behave in a manner that benefits you, those around you, and the company. This 30-minute module will cover the ethics of your behaviour involving relationships within the company and your behaviour involving entities outside the company.</p> <p>[Keywords and Related Searches - business ethics, behaving ethically, ethical responsibilities, unethical behaviour, discrimination, retaliation, insider trading, bribery, public interaction, political activities, competition, government contracting, fraud, red vector, redvector, deltek training network]</p>	End User

Asset Name	Description	Role
<p>Construction Project Management: Construction Practices and Systematic Project Management</p>	<p>In this 2 hour course, we're going to present and discuss the management of field construction projects. We'll also cover management techniques for controlling cost, time, resources, and project finance during the construction process. Emphasis is placed on practical and applied procedures that have been proven effective.</p> <p>Effective management of a project also requires a considerable background of general knowledge about the construction industry. This interactive online course will familiarize you with certain fundamentals of construction practice.</p> <p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • Explain how time control during the design stage is aimed at minimizing construction time while maintaining quality, safety, and cost • Identify why a successful project requires management of many components including time, quality, cost, and safety • Describe the phases of the Critical Path Method and how it is used to manage projects while considering safety, quality, cost and schedule • Discuss how construction projects are individually unique to be well suited for their environment and function <p>[Keywords and Related Searches - project management, construction, bidding, contracts, competitive bidding, negotiation, fast-tracking, design bid construct, fixed sum, cost plus fee, civil projects, commercial projects, red vector, redvector, deltek training network]</p>	<p>End User</p>
<p>Essentials of I-9 Compliance</p>	<p>This interactive, 30-minute online course contains valuable information on how to complete Form I-9, an important document used for employment eligibility verification. The Form I-9 is a valuable and easy-to-use tool. The use of Form I-9 helps protect jobs for authorized workers and ensure a legal workforce. By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • Identify who is legally authorized to work in the United States • Select the correct acceptable documents given a scenario • State what to do if you discover a mistake or if you are missing a Form I-9 for an employee • Explain Form I-9 storage and retention requirements <p>[Keywords and Related Searches - red vector, redvector, deltek training network, I-9, employment, job, worker, employee, employer, HR]</p>	<p>End User</p>

Asset Name	Description	Role
Finance & Accounting for the Non-Financial Manager	<p>This 4 hour online course is designed for the professional who needs to develop a working knowledge of finance and accounting in order to be a better manager. One cannot run any part of a business without having a working knowledge of finance and accounting. Having this knowledge enables you to do something with the reports that come out every month, to work with vendors and customers in negotiating payment terms and credit, and in planning for the future. I suspect that along the way we will dispel some notions and myths, and hopefully ingrain in you a new perspective on your day to day decisions as well as a better appreciation of what your boss is up against. At the conclusion of this course, the student will:</p> <ul style="list-style-type: none"> • Be more knowledgeable in the different kinds of financial statements, their uses, and the limitations of financial accounting. • Understand cost and cost accounting. • Have covered cash flow statements, managing accounts receivable and accounts payable, cash management and debt. • Be able to define what is an asset, a liability and a capital asset. • Master the concepts of operating budgets, capital budgets, creating budgets, pro forms and projections, payback periods and return on investment. • Learn how to control and monitor spending, project expenses during the year and identify problem areas. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, finance, accounting, manager, business management, payments, vendor, budget, costing, expense]</p>	End User

Asset Name	Description	Role
Financial Management 1: Negotiating Contracts	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour interactive online course helps you develop the skills needed to price your services to ensure profitability on every job. There is a test at the end.</p> <p>This is the first chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series. At the conclusion of this course, you will know how to:</p> <ul style="list-style-type: none"> • Choose the most effective of the five basic contract types for any type of job • Negotiate as many provisions as you can into your contracts to generate the most cash • Ensure that you get paid for changes • Avoid language in contracts that is unfavorable to your firm • Utilize contract and letter of agreement templates <p>[Keywords and Related Searches - red vector, redvector, deltek training network, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part 1]</p>	End User

Asset Name	Description	Role
Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 2-hour interactive online course helps find new ways to generate cash and get your clients to pay quickly.</p> <p>This is the second and third chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series. After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Track down and utilize alternative sources for securing working capital • Negotiate an efficient fee collection system with your clients • Develop an easy-to-use system for tracking down outstanding fees • Employ cash discounts when and where appropriate • Utilize worksheets and sample rate calculations • Determine a price that will be agreeable to your clients and profitable for you • Leverage the concept of value pricing to get your clients to pay you a premium for your services • Use a seven-step strategy to prepare clients for your price • Get your clients to pay for reimbursables • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test to gauge your understanding of the material.</p> <p>[Keywords and Related Searches red vector, redvector, deltek training network, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part two, reimbursable, worksheet, rates, fee collection, outstanding payment, fees]</p>	End User

Asset Name	Description	Role
<p>Financial Management 4: Accounting & Cash</p>	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour online course helps you choose the appropriate type of accounting system to optimize your firm's cash flow.</p> <p>This is the fourth chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series. After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Understand the advantages and disadvantages to your firm of cash vs. accrual accounting • Use key ratios to benchmark your firm's financial performance to similar firms • Forecast cash flow effectively and optimize your use of credit and other cash generation methods • Evaluate alternative cash management techniques • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test after each section to gage your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part 3, worksheets, rates, accrual]</p>	<p>End User</p>

Asset Name	Description	Role
Financial Management 5: Strategic Planning & Budgeting	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour interactive online course helps you master the strategic planning process and control your financial operations effectively.</p> <p>This is the fifth chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Focus your strategic planning process on the most crucial areas of your business • Coordinate the six critical elements of strategic planning and govern them effectively • Design an annual business plan designed to meet your short-term goals • Develop a simple, realistic long-term (three to five years) planning process • Understand the difference between planning and budgeting • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test after each section to gage your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, mission, strengths, weaknesses, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part five, strategy, funding streams, business plan, budget]</p>	End User

Asset Name	Description	Role
<p>Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting</p>	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour online course gives you the knowledge you need to choose a budget method that will control your firm's project costs.</p> <p>This is the sixth and seventh chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Clearly define the factors critical to establishing a project budget • Avoid common project budgeting pitfalls across all budget methods • Effectively prepare subconsultants' contracts for your project budgets • Develop a project expenditure curve to monitor manpower requirements, schedule, and budget status • Utilize worksheets and sample rate calculations • Monitor manpower utilization, revenues, project completions, and overruns • Protect your firm against careless record keeping and dishonest employees • Design an annual business plan designed to meet your short-term goals • Use financial performance indicators as a motivating tool for good performers • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test to gage your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part six, part seven, 6, 7, project management, project budget, budgeting, contractor, subcontractor, consultancy, expenditure, expenses, cost, annual plan, strategic planning]</p>	<p>End User</p>

Asset Name	Description	Role
Financial Management 8: Controlling Labor Costs	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour interactive online course helps you control labor and overhead costs and increase your likelihood of profitability on every project.</p> <p>This is the eighth chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Increase efficiency and reduce the costs of labor • Use prudent employee bonuses to motivate top performers • Use alternative methods to cut costs in a business downturn • Identify the danger signals of overhead costs getting out of line • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test to gage your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, cash flow, profit, loss, contract type, fixed price, time and materials, incentive, indefinite delivery, quality, cost reimbursement, part eight, 8, labour, labor, profit, probability, profitability, financial management, finance, rates, calculations, rate calculator, worksheet, bonus, efficiency, manager, project manager, bankruptcy]</p>	End User
Financial Management 9: Purchasing	<p>Cash flow is the life blood of your firm and lack of cash is the primary cause in 92 percent of all bankruptcies. Increasing cash flow, managing cash, and using cash to your best advantage is as important to your business as superior architecture or design work. This 1-hour interactive online course helps you develop the attributes necessary to create a good purchasing, leasing, and renting system for your firm.</p> <p>This is the ninth and final chapter of the "Financial Management for the A/E/C Firm" course series from PSMJ Resources, Inc. offered through RedVector.com in its entirety. We strongly recommend that you take all nine chapters of this course series.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Increase the efficiency of your accounts payable system • Avoid using your firm's own money for your purchasing service • Understand the advantages and disadvantages of buying, leasing, and renting • Utilize worksheets and sample rate calculations <p>This course includes a multiple-choice test to gage your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, cash flow, cash, bankruptcy, accounts payable, ap, rate, rates, calculations, money, purchasing]</p>	End User

Asset Name	Description	Role
<p>From Project Manager to Principal 6: Financial Management</p>	<p>The evolution to senior management requires both a broad range of skills, including marketing, financial management and leadership, as well as great expertise within each area. The leader who has excelled while dealing with projects and design issues must now learn to deal with people issues and leadership challenges. This course series developed by PSMJ Resources, Inc. and offered through RedVector.com in its entirety, tutors the newly minted executive in every aspect of these new skills, including strategy, team development, financial management, and more.</p> <p>This 1-hour interactive online course is the sixth and final chapter of the "From Project Manager to Principal" course series This course looks at the financial responsibilities of the project manager. Topics such as choosing the appropriate accounting method and improving cash flow are presented. The course also includes an in depth look at over 100 ways to cut overhead costs.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Understand the difference between cash and accrual accounting, and the impact of each of these methods on the firm • Know common financial management terms and key financial ratios • Use value pricing to earn more profit for your firm • Improve cash flow and accounts receivable <p>This course includes a multiple-choice test to gauge your understanding of the material.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project manager, project, finance, leadership, leader, team, accounting methods, financial ratio, cash flow]</p>	<p>End User</p>

Asset Name	Description	Role
<p>Managing a Buyout Program</p>	<p>Natural disasters are inevitable. We have all seen the emotional and financial devastation associated with them.</p> <p>There are three FEMA sponsored mitigation programs to help communities take proactive steps to reduce the effects of these disasters: Section 404 Hazard Mitigation Grant Program (HMGP), the Flood Mitigation Assistance Program (FMA), and the Pre-Disaster Mitigation Program (PDM).The processes and requirements of the three funding sources are very similar.For simplicity, the course is written primarily to address HMGP.</p> <p>This 2-hour interactive online course will lead you through the process of implementing one form of Mitigation - property acquisition (aka buyouts), from grant award through demolition of the acquired structure(s) to closing out your mitigation project. Property acquisition is considered effective because it is a permanent form of mitigation.</p> <p>This course is intended for community personnel responsible for implementing a buyout program. At the end of this course, you will:</p> <ul style="list-style-type: none"> • Be knowledgeable of the various federal programs that may provide funds to execute acquisition projects; • Be capable of planning acquisition projects, including involving the public; • Be able to decide how best to manage the workload; • Be able to organize to implement an acquisition project; • Be capable of overseeing and managing the day-to-day activities of a buyout project; and • Be able to keep the paperwork and financial accounting straight. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, natural disasters, mitigation, buyout, PDM, FMA, HMGP, acquisition, purchase, company]</p>	<p>End User</p>

Asset Name	Description	Role
PMBOK Guide - Sixth Edition: 01-Project Management Overview	<p>In Managing Projects within Organizations Video Training, you'll see how the concepts of project management have been applied throughout history -- from the building of the pyramids of Egypt and the moon landing to the smaller-scale projects handled by businesses every day. This course will help students develop skills and understand fundamental concepts that will enable them to deliver projects with greater levels of proficiency and optimization.</p> <p>At the end of this 1 hr, 30 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Understand fundamental concepts regarding the delivery of projects. • Earn hours that contribute to the educational requirements set forth by the Project Management Institute for both CAPM and PMP certification exams. • Apply various project management techniques. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project management lifecycle, process, requirements, design, engineering, construction, testing, development]</p>	End User
PMBOK Guide - Sixth Edition: 02-Managing Projects within Organizations	<p>In Managing Projects within Organizations Video Training, you'll see how the concepts of project management have been applied throughout history -- from the building of the pyramids of Egypt and the moon landing to the smaller-scale projects handled by businesses every day. This course will help students develop skills and understand fundamental concepts that will enable them to deliver projects with greater levels of proficiency and optimization.</p> <p>At the end of this 1 hr, 30 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Understand fundamental concepts regarding the delivery of projects. • earn hours that contribute to the educational requirements set forth by the Project Management Institute for both CAPM and PMP certification exams. • apply various project management techniques. 	End User

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 03-Project Management Process Groups</p>	<p>Project management has helped deliver some of mankind's biggest achievements. And while project management permits effective delivery of products and services, there are plenty of examples where projects have missed their mark and delivered less than stellar results. The reason for this is process. In order for a project to be managed successfully, the project manager and team must adhere to processes that will drive the project through its life cycle in a way that will meet specifications and the expectations of the project's sponsor. In Project Management Process Groups, you will see that, while project processes provide the manner in which a project can produce a successful project, there are other key elements: knowledge, experience, expertise, and ability to lead a team - all of which the project manager must be able to deliver in conjunction with project processes.</p> <p>At the end of this 1 hr, 30 minute course, you will be able to:</p> <ul style="list-style-type: none"> • describe the processes contained within each process group • explain the processes which the project manager and team must follow in order to drive the project through its life cycle in a way that will meet specifications and the expectations of the project's sponsor • clarify the key elements necessary to lead a team: knowledge, experience, expertise, and ability <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, process management, development lifecycle]</p>	<p>End User</p>
<p>PMBOK Guide - Sixth Edition: 04-Execution, Monitoring and Controlling</p>	<p>In Execution, Monitoring and Controlling, students will learn about two significant processes that are part of the Project Management Institute's Project Management Body of Knowledge (PMBOK®): the Direct and Manage Project Execution and the Monitor and Control Project work processes. Activities related to these processes represent the bulk of a project manager's duties during a project. At the conclusion of this 1 hour course, you'll more fully understand the intricacies of leading a project team through project activity execution, monitoring and control.</p> <p>The students will be able to define the activities related to the Direct and Manage Project Work and the Monitor and Control Project work processes. Students will more fully understand the intricacies of leading a project team through project activity execution, monitoring, and control. The student will be able to describe what is involved in leading a project team through project activity execution, monitoring, and control.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project manager, direct project, control project]</p>	<p>End User</p>

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 05-Project Change Control and Closure</p>	<p>Project managers and project team members develop subject matter expertise as a result of project development. This expertise, in turn, helps to drive necessary changes in project activities. One activity a seasoned project manager always plans for is change. In Project Change Control and Closure, you'll learn how to manage changes to project through a formal change control process. You'll also pick up guidance on properly closing a project or a phase of a project. The course incorporates the procedures and processes of the Project Management Institute's Project Management Body of Knowledge (PMBOK® Guide), specifically the Perform Integrated Change Control and the Close Project or Phase processes.</p> <p>At the end of this 1 hr, 30 minute course, you will be able to:</p> <ul style="list-style-type: none"> • manage changes through a formal change control process • explain how to properly closing a project or a phase of a project • describe the procedures and processes of the Perform Integrated Change Control and the Close Project or Phase processes. <p>[red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, change request, close, finalise projects, change control]</p>	<p>End User</p>
<p>PMBOK Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan</p>	<p>A project consists of many different tasks and phases that must be integrated and managed to successfully complete the project. Keeping track of all activities that must be accomplished is no small undertaking; a well-planned and professionally integrated project pulls all of these activities together, enabling all participants to progress through their tasks and meet milestones. In Initiation Basics, Developing a Project Charter and Project Management Plan, you'll learn about project integration management, why a project is initiated and potential pitfalls that can derail a project at any step. You'll also learn the purpose of a project charter and how to create one for your project. Plus, you'll learn how to develop a project management plan</p> <p>At the end of this 1 hour, 15 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Describe the different facets of project planning and initiation techniques. • Explain why a project is initiated. • Describe potential pitfalls that can derail a project at any step. • List the purpose of a project charter and how to create one for your project. • Explain how to develop a project management plan. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project plan, planning, create project charter, integration]</p>	<p>End User</p>

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope</p>	<p>One of the more important tasks that a project manager performs during the management of a project is identifying the project's requirements. Determining what is required of a project is necessary to identify work that has to be performed, and to establish metrics that are used to evaluate whether the work is acceptable and successful. In Collecting Requirements and Defining Scope, you'll learn why it's critical for project managers to properly and completely identify the requirements for a project as soon as possible. You'll also learn how project managers identify a project's requirements, including processes dictated by the Project Management Institute.</p> <p>At the end of this 1 hour, 15 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Explain why it's critical for project managers to properly and completely • identify the requirements for a project as soon as possible. • Identify a project's requirements, including processes dictated by the Project Management Institute. • Identify the requirements of a project. • Describe how the requirements of a project relate to ultimately determining the scope of that project. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project scope, requirements]</p>	<p>End User</p>

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 08-Monitor and Control Project Scope</p>	<p>A critical factor in the success of a project is the project manager's ability to monitor and control the scope of the project. During the implementation of processes within the Planning Process Group, a great amount of effort and planning goes into the collection of project requirements, the creation of a work breakdown structure, and the definition of the project's scope. Monitor and Control Project Scope will teach you about the important principles and best practices employed by project managers to safeguard the scope of their projects. In addition, you'll learn about the Project Management Institute's Verify Scope and Control Scope processes, and how these processes are related to the Project Scope Management Knowledge Area.</p> <p>At the end of this 1 hour, 15 minute course, you will be able to:</p> <ul style="list-style-type: none"> • List the important principles and best practices employed by project managers to safeguard the scope of their projects. • Describe the Project Management Institute's Validate Scope and Control Scope processes. • Explain how these processes are related to the Project Scope Management Knowledge Area. • Describe how to accept deliverables and manage change, perform scope variance analysis and important strategies to avoid the dreaded scope creep. • Monitor the scope of your project and anticipate and manage change so that your project has a successful outcome. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project management institute, stop scope creep, change management]</p>	<p>End User</p>

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<p>PMBOK Guide - Sixth Edition: 09-Defining and Sequencing Project Activities</p>	<p>Time management is a knowledge area that takes into the consideration project constraints that pertain to time. It incorporates all the processes that are required to ensure the effective and timely completion of projects. The processes that make up project time management occur at least once within every project, in one or more of the project phases. These processes also overlap and interact with processes from the other knowledge areas to help develop and deliver components of a project. The concept of time management permits the project manager and team to develop a schedule by which project activities will be managed. Depending upon the size, scale, and scope of a project, scheduling may be an activity that could take one resource less than a day to complete or, for more complex projects, may require scheduling software to ensure that activities and resources are synchronized throughout the life cycle of the project.</p> <p>Materials in this class are based on the text, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)</p> <p>At the end of this 1 hour course, you will be able to:</p> <ul style="list-style-type: none"> • List the processes that are required to ensure the effective and timely completion of projects. • Explain how to apply Time Management Concepts to Develop a schedule by which project activities will be managed. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, time management]</p>	<p>End User</p>

Asset Name	Description	Role
PMBOK Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule	<p>Developing the schedule of a project is the product of analyzing activities like sequence, duration, resource requirements, and project constraints. Scheduling tools typically assimilate data in regard to the analysis provided to promote a project schedule. Activities such as plan start and completion dates, milestones and dependencies are among the outputs provided by scheduling tools. The project schedule can then become the project's baseline for tracking purposes. In Developing and Controlling the Project Schedule, you will learn how iterative revisions and maintenance of the schedule are tasks that the project manager must adhere to for the life of the project.</p> <p>At the end of this 1 hour course, you will be able to:</p> <ul style="list-style-type: none"> • Explain how to develop a project schedule through analyzing activities like sequence, duration, resource requirements, and project constraints. • Describe how to plan: start and completion dates, milestones, and dependencies as outputs of scheduling tools. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project tracking]</p>	
PMBOK Guide - Sixth Edition: 11-Estimating Activity Resources and Duration	<p>One of the more compelling issues that a project manager needs to deal with is a constant reminder to do more with less. Over time, the luxury of having resources in place without conflicts due to other project activities diminishes substantially. The project manager will need to engage sponsors and stakeholders to ensure the appropriate level and types of resources required to get the job done are available when needed. In this course, you will see how the project manager and team use the Estimate Activity Resources process to help determine resource requirements - in the form of cost or time.</p> <p>Materials in this class are based on the text, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)</p> <p>At the end of this 1 hour course, you will be able to:</p> <ul style="list-style-type: none"> • Estimate a project's resources. • Explain how the project manager and team use the Estimate Activities Resources process to help determine resource requirements€”in the form of cost or time. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, project resourcing, resource management, estimate]</p>	End User

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PMBOK Guide - Sixth Edition: 12-Controlling Costs	<p>Cost management is one of the most integral components of the project management process. Controlling Costs shows how the project manager assumes full responsibility for cost oversight and delivery of the project within budgetary constraints. Financial tools and analysis enable the project manager to oversee activities and the cost associated with delivering the project's product. Control Costs is the process of monitoring your project status to ensure that your budget is up to date that the project's value is being delivered to meet expectations.</p> <p>At the end of this 1 hour course, you will be able to:</p> <ul style="list-style-type: none"> • Explain the need and reasons why the importance of value is critical to the cost management of a project. • Describe why it is important to ensure that the full value of a project is recognized. • Explain why it's important for a project manager to monitor expenditures that are relevant to the value of the work accomplished. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, critical information, cost, budget, project budgeting]</p>	End User

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs</p>	<p>Project Cost Management is perhaps the most comprehensive knowledge area in regard to determining the scope of a project, how it will be funded, and the steps that will be taken to ensure that funds appropriated for the project are managed and used correctly. Essential to every good plan are the thoughts and processes that will enable the plan to proceed. Cost management drives project deliverables in line with project constraints. For example, if project costs are limited, a project manager may have to scale back on subject matter experts. If the cost of quality is higher than expected, the project manager needs to realign project deliverables to ensure the level of quality delivers against requirements. This course provides an in-depth look at the processes associated with cost management.</p> <p>Materials in this class are based on the text, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)</p> <p>At the end of this 1 hour, 45 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Explain cost management Describe how cost management determines the scope of a project • Describe how cost management drives deliverables in line with project constraints • Define cost management and how it is required to complete a project of any size <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, cost management, budget, project deliverables]</p>	<p>End User</p>

Asset Name	Description	Role
PMBOK Guide - Sixth Edition: 14-Project Quality Planning	<p>Project Quality Management is about the managing of quality for the project. This knowledge area incorporates many of the best practices and approaches of the larger quality management discipline; but only to the extent to which it supports the project. Project Managers are responsible for quality in terms of their project. The Project Management Body of Knowledge is a guide to apply quality management best practices to the needs and expectations of your project. Project Quality Planning teaches you to learn and apply this knowledge, so you can keep it in the framework of a project and its management. All the approaches, best practices, tools and techniques, and processes revolve around meeting the quality needs of the project. At the end of this 1 hour course, you will be able to:</p> <ul style="list-style-type: none"> • Explain how to apply Project Quality Management knowledge. • Describe how Project Quality Management applies in the framework of a project and its management. • List the approaches, best practices, tools and techniques, and processes that revolve around meeting the quality needs of a project. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, quality assurance, quality management, plan quality management, manage quality, control quality, reporting, update]</p>	End User

Asset Name	Description	Role
<p>PMBOK Guide - Sixth Edition: 15-Quality Assurance and Cost Control</p>	<p>A good project manager should apply processes, best practices, and tools to ensure that all aspects of development incorporate quality standards as a project's product is being produced. The project manager should always look to the past to garner lessons learned and apply that knowledge so as not to repeat history where negative impacts were sustained. This course shows how the Project Quality knowledge area promotes those processes, tools and techniques that assist the project team in planning, delivering and controlling the right levels of quality throughout all project development processes.</p> <p>Materials in this class are based on the text, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)</p> <p>At the end of this 1 hour, 45 minute course, you will be able to:</p> <ul style="list-style-type: none"> • Define Manage Quality and Control Quality • Describe the correlation between inputs, tools and techniques, and outputs of project activities • Define key terms and phrases used throughout these processes to help drive quality initiatives • Answer test questions comparable to those you may encounter when taking a project management professional certification exam <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management body of knowledge, standards, guidelines, project management, best practice, plan quality management, manage quality, control quality, analysis, data, inspection, testing, problem solving]</p>	<p>End User</p>

Asset Name	Description	Role
Pricing as a Professional	<p>This will not be a course in accounting. It will not rely on technical terms. It will be a common-sensical look at pricing with a keen eye to being practical and usable, using experienced-based methods.</p> <p>This 2-hour interactive online course provides an in-depth look at the elements of pricing that you as a contractor must consider if you are to operate on a successful professional level. Though the more prevalent common standard pricing considerations will be touched upon, the primary thrust of this course is to also consider the full panoply of pricing factors, including subjective and judgemental elements, that you must be aware of and use, if you are to be successful. This is a practical look, from an experienced contractors point of view, of often overlooked, but nevertheless important elements, that strongly influence your bottom line, and, perhaps, your ultimate success as a contractor. This course is written from the point of view of a contractor, but it contains information useful to many different professionals who deal with pricing issues. This course includes a multiple-choice quiz at the end.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Apply common consideration factors when pricing work to customers. • Apply less well known considerations when pricing. • Utilize subjective considerations when pricing. • Describe how the nature of the customer may influence pricing. <p>[Keywords and Related Searches - red vector, redvector, deltek training network, pricing, customer management, customer expectations, influence pricing]</p>	End User
Project Management Essentials	<p>Are you a successful project manager? Do you know the criteria to prove it? This interactive online Project Management Essentials course provides you an in-depth look at the critical skills and capabilities for Project Management success. We begin by delving into the evolution and history of modern Project Management and how the foundation was established for today's key project elements and life cycle phases. We include the human element of Project Management and how to plan, manage, and control the project and resources to exceed customer expectations.</p> <p>By the end of this 2 hour course, you will be able to:</p> <ul style="list-style-type: none"> • Recognize the fundamentals of Project Management and the benefits of its application • Identify the three key areas of Project Management • Discuss project teams through effective team management and communication skills • Describe project planning and implementation using process, tools, and templates <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project management, key information, team management, planning]</p>	End User

Asset Name	Description	Role
<p>Smart Finances: Creating a Budget that Works for You</p>	<p>A budget can be a very effective financial tool. If used correctly, it can help you determine where your finances are, and forecast where they need to be. With the economy chugging slowly toward recovery, it's important to get a handle on your spending so you can make the best choices when allocating your money.</p> <p>A good budget plan is one that makes sense to you, and one that YOU KNOW you will be able to maintain. This 1 hour, interactive online course will help you take a step towards doing just that. By discussing best practice methods and methodologies that have proven fruitful for many formerly harried individuals, you will learn tested strategies for establishing and maintaining a budget that works for you.</p> <ul style="list-style-type: none"> • Explain the importance of a financial budget for managing personal expenses • Discuss common financial mistakes and how they can be avoided • Describe how to create and maintain a personal budget • Discuss how to create and maintain a family budget <p>[Keywords and Related Searches - red vector, redvector, deltek training network, project manager, tips and tricks, budgeting]</p>	<p>End User</p>

Asset Name	Description	Role
<p>Understanding Workers' Compensation for Employees (V15)</p>	<p>What would happen if you were injured in an accident on the job? Who would pay your medical bills and compensate you for time lost from work? In the state of Florida, not all employers are required to provide workers' compensation insurance. Workers need to understand their rights and know if they are covered in the event of a work-related accident. The purpose of this 1-hour interactive online course is to educate employees about their legal rights under workers' compensation. The class explains what workers' compensation insurance is and who needs coverage. It also discusses proper procedures in the event of an accident, and how implemented preventative measures, such as safety awareness and a drug-free workplace program, can reduce the occurrences of work-related incidents and maintain a healthy workforce.</p> <ul style="list-style-type: none"> • Understand what workers' compensation is and why it is important • Be familiar with Florida Statutes under Chapter 440 regarding workers' compensation • Be familiar with the Family Leave Act and Americans with Disabilities Act • Understand who needs workers' compensation coverage and who may be exempt • Understand how preventative measures affect workers' compensation claims • Know what to do in the event of an on-the-job accident • Understand how to investigate an accident to prevent reoccurrences • Have knowledge of the benefits available through workers' compensation • Know what conditions are considered exempt from benefits • Understand what may be considered an occupational disease • Be familiar with employer liability and your right to claim benefits • Know the costs of workers' compensation fraud and how to prevent it <p>[Keywords and Related Searches - red vector, redvector, deltek training network, accident, compensation, health and safety, hazards]</p>	<p>End User</p>

Asset Name	Description	Role
<p>Understanding Workers' Compensation for Employers V14</p>	<p>Under federal and Florida State Law, employers have a legal obligation to provide workers' compensation benefits for workers injured on the job. Failure of eligible employers to provide compensation for injured workers may result in lawsuits and heavy fines, so employers need to know their rights and responsibilities. This 1-hour online course explains what workers' compensation insurance is and who needs coverage. It also discusses proper procedures in the event of an accident, and how implemented preventive measures, such as safety awareness and a drug-free workplace program, can reduce the occurrences of work-related incidents and control insurance costs.</p> <p>At the conclusion of this course, you will:</p> <ul style="list-style-type: none"> • Understand what workers' compensation is and why it is important • Be familiar with Florida Statutes under Chapter 440 regarding workers' compensation • Be familiar with the Family Leave Act and Americans with Disabilities Act • Understand who needs workers' compensation coverage and who may be exempt • Understand how preventive measures affect workers' compensation premiums • Know what to do in the event of an on-the-job accident • Understand how to investigate an accident to prevent reoccurrences • Have knowledge of the benefits available through workers' compensation • Know what conditions are considered exempt from benefits • Understand what may be considered an occupational disease • Be familiar with employer liability • Know the costs of workers' compensation fraud and how to prevent it <p>You must pass the test AND spend the requisite amount of time in the course to receive your certificate of completion and be reported to the state board. After passing the test, you can return to the course to spend more time.</p> <p>[Keywords and Related Searches - red vector, redvector, deltek training network, workers comp, ada, disability act, benefits, HR]</p>	<p>End User</p>