

## Project Management Workshop

As a school business professional, you are quite familiar with the challenges of managing multiple projects. Examine the formal process of project management, including the phrases: Initiate, Plan, Execute, Monitor and Control, and Project Close. Come with a project in mind and walk away with the required knowledge, ability, and strategy to apply this process back at your district.

**TIME:** January 17<sup>th</sup> 9:00 AM – 4:00 PM

**FEE:** \$235 Member | \$285 Non-Member

**PRESENTERS:** Jumana Alkhatib, RTSBA

**LOCATION:** Region 20 ESC - Redbud Room | 1314 Hines | San Antonio, TX 78208

**FOOD:** Lunch will be provided for all attendees

**CEU/CPE Hours:** 6/7

With questions about your REGISTRATION, please call 512.628.1283

With questions about PAYMENTS or INVOICES, please call 512.617.0074

**CANCELLATION POLICY:** Cancellations are only accepted **in writing**. Cancellations received seven (7) working days before the event are canceled in full, those received one (1) to six (6) working days before the event are canceled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online [at TASBO.org](http://TASBO.org) or return the completed form by:

**Mail:** 5920 W. William Cannon;  
Bldg 1, Suite 200, Austin, Texas 78749

**Fax:** 512.462.1782

**Email:** [register@tasbo.org](mailto:register@tasbo.org) (**DO NOT** email CC info)

<i>Please PRINT clearly.</i>			
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District/Employer ( <i>do not abbreviate</i> ): _____			
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