



Columbus Chapter

Presents
**Using Simple Project Management Tools –
 The Role of the Administrative Professional**
February 21, 2008

Project Management is defined as the discipline of organizing and managing resources (e.g. people) in such a way that the project is completed within the defined scope, quality, time and cost constraints.

In the profession of Project Management, **Lee R. Lambert, PMP, Lambert Consulting Group**, has established the standard against which others in the field are measured.



His presentation will examine:

- the most critical tools of the project management trade
- provide useful insights into using these fundamentals
- help participants apply basic project management techniques.

Join us on Thursday, February 21, 2008, as we learn the secrets to successful project management.

NETWORKING: 5:30 p.m. **MEETING:** 6:00 p.m. **PROGRAM:** 6:15 p.m.

LOCATION: **The Fawcett Conference Center**
2400 Olentangy River Road, Columbus, OH 43210
Phone: 614/324-5930

MENU: **Pick one—All sandwiches are served w/potato salad, fruit cup and coffee/ice tea**

- Roast Beef Sandwich** (shaved roast beef with cheddar, lettuce, tomato and horseradish mayo served with whole grain bread)
- Grilled Chicken Breast Sandwich** (grilled chicken, smoked bacon, cheddar cheese, lettuce, tomato and guacamole, served in a flour tortilla)
- Vegetarian** (Entrée salad)

****No substitutions on sandwich items****

DINNER/MEETING COST: \$17.00 Chapter Member \$21.00 Member at Large/Non-Member
MEETING COST ONLY: \$ 5.00 Chapter Member \$15.00 Member at Large/Non-Member

MAIL TO: Annette Cooperider CPS
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 Powell, OH 43065
 (c) 614-425-2326
 E-mail: acooperider@columbus.rr.com

Please check all that apply:
 Guest
 Meeting ONLY

*Reservations/Cancellations must be RECEIVED no later than **Friday, February 15th at 5:00pm.** (Deadlines will be adhered to—your cooperation is appreciated—There will be a \$30.00 charge for returned checks)*

February 2008 Meeting
Make all checks payable to COLUMBUS CHAPTER, IAAP

NAME: _____ COMPANY NAME: _____ PHONE: _____ ADDRESS: (Billing address is required for credit card processing) _____	<input type="checkbox"/> CHECK <input type="checkbox"/> M/C <input type="checkbox"/> VISA Amount Remitted: \$ _____ <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> Signature _____ Expiration Date _____																				