



## Leonty Creative & Consulting Corp (L3C)

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### RE: Project Management Qualifying Hours

Dear Michelle D'Souza

This letter confirms that on 2021-03-22 you have successfully completed 8 hours of interactive learning and study of Time Management. The education program was provided by Mitacs Inc. and designed and delivered by Leonty Creative & Consulting Corp (L3C).

Mitacs is a Canadian not-for-profit research organization that provides research and training opportunities to graduate students and post-doctoral fellows from universities across Canada in partnership with companies, government, and universities.

Since 2003, Leonty Creative & Consulting Corp (and together with its origin company, Direct Corporate Solutions). has provided professional development services to organizations seeking to build core competencies in project management, performance, creativity and productivity. Rose Hastreiter, L3C's Founder & Senior Advisor, brings over 20 years of project consulting and leadership experience, and is also certified as a PMP, is a member in good standing of PMI, and also belongs to the Canadian Association of Professional Speakers. Leonty Creative & Consulting Corp. has been chosen as one of Mitac's national facilitation companies, to deliver workshops related to project management and communication. Specifically, we provide the Time Management curriculum, which covers topics specific to the PMI body of knowledge, and Rose Hastreiter is the authorized facilitator for this curriculum.

The course presented to Mitacs was designed for post-graduate students who are or will be involved with research and industry organizations in all disciplinary fields. The course design is based on the project management principles and techniques consistent with the PMI PMBOK guide with an additional focus on the need for teamwork and creativity in a dynamic environment such as advanced research. In addition to the project management education program, you may also be interested in reviewing the variety of additional professional development opportunities for students at [www.mitacs.ca](http://www.mitacs.ca).

The topics included:

- Defining Project Goals for sustainable follow-through
- Defining Scope
- Defining project values
- Planning lifestyles (Predictive, Adaptive, Iterative)
- Clarifying Success: Qualitative & Quantitative Metrics
- Plan Schedule Management
- Create WBS

- Define Activities
- Estimating Activity Resources
- Estimating Activity Durations
- Develop Schedule
- Control Schedule
- Work-forward and Workback planning
- Managing Stakeholder Expectations throughout the lifecycle
- Developing clarifying questions towards constructive stakeholder communication
- Optimizing Resource effort: Defining priorities clearly via links to project mission/mandates/values
- Improving daily Focus & Performance for best execution
- Defining & Controlling Priority & Quality expectations
- Developing an Integrated Change Control plan (several topics)
- Assess before Yes: Clarifying requests prior to acceptance on schedule
- Monitor & Control Project Work: Tools, tactics, behaviours
- Managing Time Thieves: Interruptions, Distractions, Procrastination, Overcommitment
- Designing for High Performance: Developing resource management awareness for most efficient use of a team's mental and physical energy throughout a project lifecycle.
- The importance of Monitoring efforts & re-planning periodically

I would be pleased to discuss any question you have regarding the content or process of this education program and can be reached at the contact information in the letterhead.

Sincerely,



Rose Hastreiter  
 Founder & Senior Consultant  
 Leonty Creative & Consulting Corp