

Service Agreement

To:

Benevity, Inc.
611 Meredith Rd NE #700
Calgary, AB T2E 2W5

Attention: Paula Blackmore-White

SCOPE OF WORK:

1. Tarka Consulting Inc. will deliver a 3 (three) day Project Management Fundamentals Course for Benevity, Inc. in Calgary, Alberta. The workshop will take place on January 16, 23 and 30, 2019. The class will run from 9:00 am until 5:00 pm each day.
2. Tarka Consulting Inc. will provide Benevity, Inc. with all training materials. Benevity, Inc. will provide Tarka Consulting Inc. with the full name (as they would like it to appear on their certificate of completion) and the email address of each participant.
3. The maximum number of participants is 12, each additional student will incur a cost of \$500/student
4. Benevity, Inc. will provide a training venue, a PowerPoint projector and will be responsible for any catering it feels is needed.

COST:

The fee for this service is \$10,000 (+GST) (based on 12 students or less). Each additional participant will be charged at \$500 (+GST).

PAYMENT TERMS:

\$5,000 + \$250 GST = \$5,250 non-refundable deposit upon acceptance of this agreement
\$5,000 + \$1,500 for three additional participants + \$325 GST = \$6,825 upon the completion of the last day of training (invoice payable within 21 calendar days).

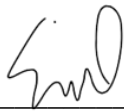


November 22, 2018

QUALITY

Tarka Consulting Inc. is a Registered Educational Provider REP® with the Project Management Institute PMI®. All courses are fully aligned with the Project Management Body of Knowledge, PMBOK®.

Acceptance of Service Delivery Agreement

_____ Name	_____ Signature	_____ Date
Emil Tarka	 _____	December 21, 2018

Project Management Fundamentals Benevity Inc.

Course Description:

This course is designed to give participants an in depth understanding of the project management processes. The course will place an emphasis on the initiation and planning stages of project management and will focus on scope, cost, time, quality, risk, procurement, stakeholder management, communication and human resources. Participants will walk away well versed in the process of creating a project management plan and gain a heightened understanding how to navigate project execution and control.

Course Learning Outcomes:

Upon the completion of the course, you will be able to understand/apply the following concepts:

- Selection of winning projects
- Basic project management theory
- Project management plan development process
- Collecting requirements, identifying scope and building the WBS
- Building an accurate project budget and schedule
- Identification and scheduling of project human resources
- Communication matrix
- Stakeholder engagement
- Procurement planning (RFP, RFI, RFQ and source selection criteria)
- Management of project staff during project execution
- Understand how to identify, qualify, quantify and control risks
- Monitoring and controlling of project execution
- Managing change
- Closing a project

Duration:

3 days (21 hours)