



PROJECT MANAGEMENT FOR RESULTS

March 7—11, 2011 | Las Vegas, NV



Complete Your Project on Time and Within
Budget to Maximize the Customer Experience

FEATURING PROJECT MANAGEMENT METHODOLOGY SPECIFICALLY DESIGNED TO HELP YOU:



Earn 35
PDU's &
30 CPE
Credits!

- ★ Define and Plan Major Projects
- ★ Track and Manage Projects with Greater Accuracy
- ★ Define Project Goals and Successfully Complete Requirements
- ★ Maintain the Project Scope
- ★ Manage and Report Project Data and Enhance Performance
- ★ Master the Process of Closing and Executing Projects
- ★ Visualize and Plan Project Activities Using a Work Breakdown Structure

Master Effective Project Management Techniques to
Successfully Track and Monitor Spending

www.PerformanceInstitute.org/results

In Association With:

1 PROJECT MANAGEMENT FOR RESULTS

Monday, March 7, 2011

8:30
Registration and Continental Breakfast

12:00
Lunch Break

9:00

Introduction to Project Management: The Latest Methodologies in Project Management According to the PMBOK®

- Describe the differences between operations, projects and programs
- Define roles, review the necessary skills of project managers and identify possible competency gaps

Review the Terminology: Understand Key Concepts and Terms

- Review key project management terminology as it relates to the PMBOK® and project management methodology
- Differentiate the various roles and responsibilities of project stakeholders

Develop Project Management Skills for Success

- Utilize various methods to enhance project team building
- Understand the key organizational influences that may affect a project

1:00

Project Initiation Phase

- Implement key stakeholder techniques for the first customer/sponsor meetings
- Identify and describe project requirements in clear terms

Project Organization Phase

- Align project team requirements with current organizational structure and standards
- Define roles and develop necessary skills to effectively deliver on planned objectives

Creating the Project Charter

- Review criteria to determine exactly what is needed in the project charter documents
- Utilize best-in-class techniques for executing a project charter with full sponsor approval

4:00
Day One Adjourns

WHAT YOU WILL LEARN:

- How to Successfully Bring a Project from Initiation to Execution
- Break Project Work Down into Meaningful Tasks
- Develop Project Performance Measurement and Reporting Standards
- Recognize Critical Factors for Reclaiming Troubled Projects
- Develop an Integrated EVM System
- Acquire the Necessary Units to Sit for the PMP® Examination



2 PROJECT MANAGEMENT FOR RESULTS

Tuesday, March 8, 2011

8:30
Registration and Continental Breakfast

9:00 Key Techniques for Defining a Project

- Identify the components of a project description document
- Create and describe the purpose of a project priority matrix

Plan the Project Infrastructure

- Determine the purpose of the project infrastructure
- Develop quality standards based on project goals and contract requirements

Visualize and Plan the Project Activities Using a Work Breakdown Structure

- Understand the purpose of a Work Breakdown Structure (WBS)
- Create a WBS using two techniques

12:00
Lunch Break

1:00

Use the Work Breakdown Structure for Effective Estimating

- Differentiate cost estimating and cost budgeting
- Develop an expected value process to create a defensible contingency reserve

Develop a Preliminary Schedule

- Create a network diagram and identify the critical path
- Identify early and late schedules and produce a preliminary Gantt Chart using this information

Construct the Network Diagram

- Monitor project timing and resources to manage the links between them
- Establish then minimize realistic project duration while maintaining overall cost and design requirements

4:00
Day Two Adjourns

Control Project Risk and Recover Failing Projects using this Step by Step Methodology

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PROJECT MANAGEMENT FOR RESULTS

Wednesday, March 9, 2011

8:30
Registration and Continental Breakfast

9:00

Define Project Estimates

- Differentiate a contingency reserve and a management reserve
- Use your WBS to provide a more accurate project estimate

Analyze the Network Diagram

- Resolve project and program problems and make decisions
- Establish then minimize realistic project duration while maintaining overall cost and design requirements

Manage Project Progress: Integrating the Gantt Chart

- Graphically document, manage and monitor project progress to effectively minimize setbacks
- Maintain project scope and take corrective action to get projects back on course

12:00
Lunch Break

1:00

Utilize and Load Organizational Resources

- Maintain and assign people, facility and equipment resources accordingly
- Actively adjust loads and variable expenses and understand the difference between generic-and specific-level resources

Create the Project Budget

- Identify your costs and develop your own project budgeting process
- Create a baseline to determine if the project is on track and progress

Optimize the Project Plan

- Develop key strategies for creating and optimizing the project plan
- Manage project status and anticipate problems that can hurt progress

4:00
Day Three Adjourns

Manage the “Triple Constraint:” Project Scope, Time and Cost

4 PROJECT MANAGEMENT FOR RESULTS

Thursday, March 10, 2011

8:30
Registration and Continental Breakfast

12:00
Lunch Break

9:00

Identify Risks

- Identify and evaluate project risk
- Pinpoint specific risks by project, work package or activity

Utilize Risk Analysis Techniques

- Determine how risk management will be executed, who will be involved and the precise techniques to use
- Objectively analyze the probability and impact of each possible risk

Design a Risk Management Plan

- Create a risk management plan to ensure successful project execution
- Analyze, control, and mitigate risks using this effective tool

Assemble the Project Team

- Assess the project human capital needs and negotiate staff assignments with senior leadership
- Lead exercises that promote overall team success

Understand the Project Manager's Role in Team Development

- Overcome the many challenges effective project leaders face
- Strengthen your leadership skills by assessing, developing and advancing management capabilities

Report Project Status

- Record and report project status using different methods
- Ensure data accuracy when giving real project status reports

4:00
Day Four Adjourns



WHO SHOULD ATTEND:

- Project Managers
- Portfolio Managers
- Program Managers
- PMPs
- Project Support Staff
- Program Analyst
- Procurement Manager
- Acquisition and Procurement Staff
- IT Architects
- IT Specialist
- CAPMs
- Contract Managers

5 PROJECT MANAGEMENT FOR RESULTS

Friday, March 11, 2011

8:30
Registration and Continental Breakfast

9:00

Deal with Change

- Manage and communicate project change
- Create a change management system to avoid confusion and keep your projects on track

Establish Change Management Control Procedures

- Initiate a change management process within your project
- Increase your project team's success through effective change initiatives

Adjust the Scope for Schedule Changes

- Schedule changes that can uncontrollably alter the project scope
- Keep your project within scope and on time using best practices

12:00
Lunch Break

1:00

Monitor and Control Project Processes

- Utilize proper measures and metrics to gauge project processes
- Effectively report project processes and make enhancements

Execute the Project Closeout Phase

- Name the three steps to closing out a project and several choices for project closeout activities
- Conduct a project closeout review

Document Lessons Learned

- Document project successes and improvements
- Implement a system to ensure data and metrics for further projects

4:00
Training Adjourns

KEY METHODOLOGIES COVERED

The project management process described in this course enables project managers to produce project deliverables in the least amount of time, for the lowest cost and with the highest quality. Developed from the Project Management Body of Knowledge (PMBOK) produced by The Project Management Institute, this course teaches project managers to develop specific goals, objectives and deliverables to control the elements of projects.



PROJECT MANAGEMENT FOR RESULTS

In-House Training

MEET THE TRAINER:

Stephen Callahan, PMP® | CEO, Integrated Learning Solutions

Steve is a senior executive with 28 years of experience in management and organization development. For the past 18 years he has specialized in project and program management and has trained more than 8,000 students in high technology companies and government agencies worldwide.

Steve is a management generalist with expert skill and knowledge in project and program management, portfolio management, leadership and teamwork, change management, influence management, negotiation skills, communication, conflict management, power and influence, and organization development. Excellence in enterprise performance management is his goal. Steve has extensive experience in consulting and training at all levels from Senior Management to individual contributors. His background includes senior line and staff management experience in major corporations. Steve's corporate background includes 10 years of experience as a Management Training Consultant and U.S. Professional Skills Curriculum Manager for a \$13 billion, Fortune 50 high tech company, Digital Equipment Corporation. While working for Digital he was recommended four times, and twice awarded, the company's highest training recognition, the "Trainer Excellence Award," given to the top 1% of trainers for outstanding training results. During his tenure at Digital Steve trained over 3,500 students in more than 30 different courses involved with Project Management, Product & Process Development, Leadership & Teamwork, Managing Change/Transition, Negotiation Skills, Communication Skills, Power & Influence, Technology & Business Strategy, Managing Diversity, Critical Management Competencies, Customer Relations, Time Management, Meeting Management, Self-Image Psychology, Presentation Skills, Instructor Skills, Writing Skills, and others.

Steve has also worked as an Employee Relations Manager, Production General Supervisor, and Assistant General Manager in other industries. In his six years in the Navy, Steve traveled widely all over the world and thus brings a broad cultural perspective to all his work. Steve has a BS in Psychology from the University of Massachusetts, at Amherst. He also is certified by the Project Management Institute as a Project Management Professional (PMP).

IN-HOUSE TRAINING

One of the more popular vehicles for accessing the Institute's educational offerings is the delivery of on-site trainings and management facilitations. Bringing a training or facilitation in-house gives you the opportunity to customize a program that addresses your exact challenges and provides a more personal learning experience, while virtually eliminating travel expenses. Whether you require training for your department or for an organization-wide initiative, the advanced learning methods employed by The Performance Institute (PI) will create an intimate training atmosphere that maximizes knowledge transfer to enhance the talent within your organization.

CUSTOMIZATION

We realize that not all obstacles can be overcome by applying an "off-the-shelf solution". While many training providers will offer you some variation of their standard training, PI's subject matter experts will work with you and your team to examine your programs and determine your exact areas of need. The identification of real life examples will create a learning atmosphere that resonates with participants and provides immediate return on your training investment. Using interactive exercises that employ actual projects or scenarios from your organization, instructors can address specific challenges and align the curriculum of each session to your objectives. While the majority of on-site trainings are focused on smaller groups, PI also has the ability to accommodate organizational-wide training initiatives. Utilizing multiple instructors, PI has the capacity to deliver courses to groups of up to 300 participants per day.

AREAS OF EXPERTISE

On-site delivery of single courses, certification programs and entire packages of specialized courses are available in the following areas:

- Strategic Planning
- Performance Measurement
- Project Management
- Lean Six Sigma
- Workforce Management
- Performance-Based Budgeting
- Performance-Based Contracting
- Performance Reporting
- Program Evaluation
- Administrative Management
- Leadership and Change

For more information about in-house training options available to you, please contact **Jennifer Mueller** at 202-739-9619 or email her at Jennifer.Mueller@PerformanceInstitute.org.

PROJECT MANAGEMENT FOR RESULTS

Hotel & Logistics

VENUE AND HOTEL

Project Management for Results will be held at the Rio All-Suite Hotel & Casino. A continental breakfast, lunch, and refreshments will be provided each day of the event.

Conference Address:

Rio All-Suite Hotel & Casino
3700 W. Flamingo Road | Las Vegas, NV 89103

A limited number of rooms have been reserved at the Rio All-Suite Hotel & Casino at the prevailing rate of \$139.00 until Friday, February 4, 2011. Please call the hotel directly at 1-888-746-6955 and reference code "The Performance Institute" when making reservations to get the discounted rate.

TUITION AND GROUP DISCOUNTS

The tuition rate for **Project Management for Results Week** is as follows:

| Offerings | Early Bird* | Regular Rate |
|-------------------------------------|-------------|--------------|
| Project Management for Results Week | *2099 | \$2199 |

*For the Early Bird please register before January 10, 2011

*For information on group discounts for **Project Management for Results** please contact **Paul Rogers** at 858-737-4122 or email him at Paul.Rogers@PerformanceInstitute.org.

PMP EXAM VOUCHER \$600

If you plan on taking the PMP Exam, you may purchase a voucher from The Performance Institute for \$600 (\$450 for PMI Members). The benefits of purchasing the voucher from The Institute are:

- No out-of-pocket expense to register for the exam
- All costs associated with PMP certification included on one invoice
- Add all PMP certification expenses to the cost of this training

PMI REGISTERED EDUCATION PROVIDER

PDUs: Earn up to 35 PDUs for this 5-day training

The Performance Institute has been reviewed and approved as a provider of project management training by the Project Management Institute.

As a PMI Registered Education Provider (R.E.P.), The Performance Institute has agreed to abide by PMI established quality assurance criteria. "PMI" and the PMI logo are service and trademarks registered in the United States and other nations; "PMP" is a certification mark

registered in the United States and other nations; "PMBOK" and "CAPM" are trademarks registered in the United States and other nations by the Project Management Institute, Inc., which is not affiliated with The Performance Institute.

EARNING PMI CREDITS

The Performance Institute is a Registered Education Provider of The Project Management Institute. All of our project management trainings, conferences and webinars offer credits to help you take the PMP Exam or stay accredited with PMI.

CPE CREDITS



Delivery Method: Group-live
Program Level: Basic
Prerequisites: None
Advanced Preparation: None
CPE Credits: 30

The Performance Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417. Website: www.nasba.org

QUALITY INSURANCE

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to:

The Performance Institute: Quality Assurance
805 15th Street, NW, 3rd Floor
Washington, DC 20005

Note: As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The Performance Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program. If for any reason The Performance Institute decides to cancel this conference, The Performance Institute accepts no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

DISCOUNTS

- All 'Early Bird' Discounts must require payment at time of registration and before the cut-off date in order to receive any discount.
- Any discounts offered whether by The Performance Institute (including team discounts) must also require payment at the time of registration.
- All discount offers cannot be combined with any other offer
- Discounts cannot be applied retroactively

PROJECT MANAGEMENT FOR RESULTS

Registration



CALL
877-992-9522



FAX this Form to
877-992-9521



VISIT
PerformanceInstitute.org/Results

Registration Form

Yes! Register me for **Project Management for Results**

Delegate Information

| | | |
|--------------|-------|-------|
| Name | | Title |
| Organization | | Dept. |
| Address | | |
| City | State | Zip |
| Telephone | | Fax |
| Email | | |

Payment Information

Check Purchase Order/Training Form Credit Card   

| | | |
|--------------------|-----------------|------------------|
| Credit Card Number | Expiration Date | Verification no. |
| Name on Card | | |
| Billing Address | | |

Please make checks payable to: The Performance Institute

CANCELLATION POLICY: The Performance Institute (PI) will provide a full refund less a \$399 administration fee for cancellations requested four weeks prior to the event start date unless cancellation occurs within two weeks prior to the event start date. If a cancellation is requested less than two weeks prior to the event start date, no refund will be issued. Registrants who fail to attend and do not cancel prior to the event will be charged the entire registration fee. All cancellations must be requested through the cancellation link found in your attendance confirmation email. Please note that cancellation is not final until you receive a cancellation confirmation email.

I have read and accepted the Cancellation Policy above.

ACKNOWLEDGED AND AGREED

By: _____ Date: _____

Priority Code: T384-WEB

About the PERFORMANCE INSTITUTE



Our Mission: Improving Government Performance

The Performance Institute is a nonpartisan, private think tank seeking to improve government performance through the principles of transparency, accountability, performance and engagement.

We serve at the nation's leading authority and repository on performance-based management practices for government. Our mission is to identify, study and disseminate the leading management innovations pioneered by "best-in-class" organizations.

Through our national conferences on pressing issues, interactive training programs for government managers, best practice research and strategic consulting services, the Institute provides cutting-edge expertise in the design, implementation and evaluation of strategies to solve operational and managerial challenges and enhance organizational performance.



Research: Through extensive surveys and focus groups, the Institute frequently provides commentary, white papers and webinars that highlight innovations in the public sector to government managers.



National Conferences: The Institute offers national conferences, bringing together experts from across the country to share best practices from their cities, counties, states, federal departments and agencies.



Training: The Institute offers open enrollment courses, eLearning and onsite training for any of our live course offerings. Intensive, methodology-based courses include step-by-step processes to improve organizational management capacity.



Certification: Many government managers are now required to receive formal certification. The Government Performance Management Certification program can be customized to meet the demands of numerous functions in government.



Policy Forums: As a thought leader in government management reform, The Performance Institute hosts policy forums to provide decision makers and government managers ideas on the latest reforms, mandates and best management practices.



Consulting: The Institute's consulting services provide access to comprehensive and experience-tested methodologies for government to achieve radical transformations within programs and among their workforce.



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