



Project Management *for Results*

November 1–5, 2010 | Atlanta, GA

Earn 35 PDUs
and 30 CPE
Credits!

Featuring Project Management Methodology Specifically Designed to Help You:

- › Define and Plan Major Projects
- › Track and Manage Projects with Greater Accuracy
- › Define Project Goals and Successfully Complete Project Requirements
- › Remain within 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

Complete Your
Project on
Time, Within
Budget and to
the Customer's
Expectations

In Association with:

Project Management for Results

November 1, 2010

8:30
Registration & Continental Breakfast

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

12:00
Lunch Break

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's approval

4:00
Day One 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

Project Management for Results

November 2, 2010

8:30
Registration & Continental Breakfast

9:00 Key Techniques for Defining a Project

- ▶ Understand and 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 defining 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 and manage the links between them
- ▶ Establish then minimize realistic project duration while maintaining overall cost and design requirements

4:00
Day Two Adjourns

Top 5

Reasons to Attend:

1 **Successfully** bring a project from initiation to execution

2 **Break** project work down into meaningful tasks

3 **Develop** project performance measurement and reporting standards

4 **Understand** critical factors for reclaiming troubled projects

5 **Acquire** the necessary units to sit for the PMP® examination

Project Management for Results

November 3, 2010

8:30
Registration & 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 help chart the project 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 project progress

4:00
Day Three Adjourns

Meet the Trainer

Stephen Callahan, PMP®, CEO, Integrated Learning Solutions

A senior executive with 28 years of experience in management and organization development, Steve brings his expertise of management and business to his trainings. 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.

As a management generalist with practiced skill and knowledge, Steve aims for excellence in enterprise performance management. He focuses on project and program management, portfolio management, leadership and teamwork, change management, influence management, negotiation skills, communication, conflict management, power and influence, and organization development.

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).

Project Management for Results

November 4, 2010

8:30

Registration & Continental Breakfast

9:00

Identify Risks

- ▶ Identify and evaluate project risk
- ▶ Identify specific risks by project and by 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 risk management plan to ensure successful project execution
- ▶ Analyze, control and mitigate risks using this effective tool

12:00

Lunch Break

1:00

Assemble the Project Team

- ▶ Assess 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 to being an effective project leader
- ▶ 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

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.

1 Project Integration Management

2 Project Scope Management

3 Project Time Management

4 Project Cost Management

5 Project Quality Management

6 Project Human Resource Management

7 Project Communication Management

8 Project Risk Management

9 Procurement Management

Project Management for Results

November 5, 2010

8:30
Registration & 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
- ▶ Enhance project team 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

\$600

PMP® Exam Voucher

If you plan on taking the PMP Exam, you may purchase a voucher from The Performance Institute for \$600. 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

Logistics & Registration

Venue and Hotel

Project Management for Results will be held at The Westin Buckhead Atlanta. A continental breakfast, lunch, and refreshments will be provided each day of the event.

Conference Address:

The Westin Buckhead Atlanta
3391 Peachtree Road, NE
Atlanta, GA 30326
1-800-937-8461

A limited number of rooms have been reserved at The Westin Buckhead Atlanta at the prevailing rate of \$199.00 until **October 13, 2010**. Please call the hotel directly and reference code **"The Performance Institute"** when making reservations to get the discounted rate.

Tuition & Group Discounts

Offerings	Public	Private	PDU's
Project Management for Results Week	\$1899	\$2199	35

* For more information on group discounts for Project Management for Results please contact Melvin Hall at 404-634-0681 or email him at Melvin.Hall@PerformanceInstitute.org.

CPE Credits



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

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PDU's



PDU Credits: Up to 35

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Quality Assurance:

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 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 Institute decides to cancel this conference, The Institute accepts no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

Discounts & Paymen

- 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 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

Payment must be secured prior to the conference. If payment is not received by the conference start date, a method of payment must be presented at the time of registration in order to guarantee your participation at the event.

"Very interesting combination of system and strategy. Real demonstration of how to."

Teri B., Regional Project Manager, USDA

Logistics & Registration

To Register ▶



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PerformanceInstitute.org/PMRAtlanta



Call
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Fax this form to
866-234-0680

Registration Form

- Yes! Register me Full Project Management for Results Week**
 Please call me. I am interested in a special Group Discount for my team

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Organization _____ Dept. _____



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- I have read and accepted the Cancellation Policy above.

ACKNOWLEDGED AND AGREED

By: _____ Date: _____