



Project Management for Results

Earn 35 PDUs and 30 CPE Credits!

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

April 19–23, 2010 | Atlanta, GA

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

In Association with:



Project Management for Results

April 19, 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
- ▶ PMP®s
- ▶ Project Support Staff
- ▶ Program Analysts
- ▶ Procurement Managers
- ▶ Acquisition and Procurement Staff
- ▶ IT Architects
- ▶ IT Specialists
- ▶ CAPMs
- ▶ Contract Managers

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 Five 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

April 21, 2010

8:30
Registration & Continental Breakfast

9:00
Define Project Estimates

- ▶ Differentiate between 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

PMP® exam voucher: \$600 (\$450 for PMI Members)

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 are included on one invoice
- ▶ Add all PMP certification expenses to the cost of this training

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 a 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®) and produced by The Project Management Institute (PMI), this course teaches project managers to develop specific goals, objectives and deliverables to control the elements of projects.

Project Management for Results

April 23, 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
Conference Adjourns

sponsorship opportunities

As a conference and training provider, The Performance Institute is an expert in bringing together leaders to share and discuss best practices and innovations. We connect decision-makers with respected solution providers.

The Institute offers four different pre-designed sponsorship packages:

- Event Co-Sponsor
- Session Sponsor
- Luncheon Sponsor
- Exhibit Booth Sponsor

For more information on sponsorships or to get started, please contact Meredith Mason at 202-739-9707 or email her at Meredith.Mason@PerformanceInstitute.org

Project Management for Results

Logistics & Registration

Venue and Hotel:

Project Management for Results will be hosted at The Westin Buckhead in Atlanta, GA. Continental breakfast and refreshments will be provided for delegates on each day.

Conference Address:

The Westin Buckhead Atlanta
3391 Peachtree Road, NE
Atlanta, GA 30326
(404) 365-0065

A limited number of rooms have been reserved at The Westin Buckhead Atlanta at the prevailing rate of \$196.00 until March 19, 2010. Please call the hotel directly and reference code "The Performance Institute" when making reservations to get the discounted rate.

The Westin Buckhead Atlanta
3391 Peachtree Road, NE
Atlanta, GA 30326
(404) 365-0065

<http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1485>

Tuition & Group Discounts:

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

Offerings	Rate	PDU's
Full Project Management for Results Week	\$2199	35
Project Management for Results (3 Days)	\$1299	21
Earned Value Management	\$899	14

* For information on group discounts, please contact contact Melvin Hall at 202-739-9630 or email him at Melvin.Hall@PerformanceInstitute.org.

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

Teri Burks,
Regional Project Manager, USDA

PDU's



PMI Registered Education Provider

PDU Credits: Up to 35

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 Credits

The Performance Institute (ASMI) 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 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, D.C. 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 and Payment

- 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

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.

Logistics & Registration

To Register



Call
877-992-9521



Fax this Form to
866-234-0680



Visit
PerformanceInstitute.org/PMRAtlanta

Registration Form

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

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 Zip _____

Please make checks payable to: The Performance Institute

CANCELLATION POLICY: The Performance Institute 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: T348-WEB