

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



# Project Management for Results

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

**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:

Earn 35 PDUs and 30 CPE Credits!

[www.PerformanceInstitute.org/PMR](http://www.PerformanceInstitute.org/PMR)

# 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

# June 7, 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

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

# 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, this course teaches project managers to develop specific goals, objectives and deliverables to control the elements of projects.

## Project Management for Results

# June 9, 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

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

**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

# 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

To learn more about exhibiting and sponsorships at please contact **Meredith Mason** at 202-739-9707 or email her at Meredith.Mason@PerformanceInstitute.org

## 5 Project Management for Results

# June 11, 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

# Logistics & Registration


## Venue and Hotel

**Project Management for Results** will be hosted at The Performance Institute's training center in Arlington, VA, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building for \$10/day. Continental breakfast and refreshments will be provided for delegates on each day.

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 The Performance Institute Training Center  
 1515 N. Courthouse Rd.  
 Suite 600  
 Arlington, VA 22201

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$297.00 until May 7, 2010. Please call the hotel directly and reference code **Project Management for Results** when making reservations to get the discounted rate. The hotel is conveniently located three blocks from the Rosslyn Metro station. Please ask the hotel about a complimentary shuttle that is also available for your convenience.

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 Arlington Rosslyn Courtyard by Marriott  
 1533 Clarendon Blvd.  
 Arlington, VA 22209  
 Phone: 703-528-2222  
[www.courtyardarlingtonrosslyn.com](http://www.courtyardarlingtonrosslyn.com)

## Tuition & Group Discounts

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

Offerings	Rate	Private	PDU's
Full Project Management for Results Week	\$1899	\$2299	35
Project Management for Results (3 Days)	\$1299	\$1399	21
Earned Value Management	\$899	\$999	14

\* For information on group discounts, please contact **Melvin Hall** at 202-739-9630 or email him at [Melvin.Hall@PerformanceInstitute.org](mailto:Melvin.Hall@PerformanceInstitute.org)

## 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: 15 Credits +**

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](http://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, DC 20005

We will evaluate individual complaints in a context of collective comments from the event.

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.

# Logistics & Registration



Call  
877-992-9522



Fax this Form to  
866-234-0680



Visit  
[www.PerformanceInstitute.org/PMR](http://www.PerformanceInstitute.org/PMR)

## 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: **T349-WEB**