

July 8-9, 2010

Arlington, VA

Optional Project Management

Pre-Conference Workshops: July 7, 2010

The 2010

# Project Management Excellence Summit

Improve Efficiency, Eliminate Waste and Promote Project Transparency and Accountability

Earn up to  
18 PDUs

You Will Learn How to:

- ✓ **Manage** Projects On Time and Within Budget
- ✓ **Gain** Organizational Transparency to Identify and Solve Troubled Projects
- ✓ **Implement** the Latest Methodologies in Project Management
- ✓ **Measure** and Master the Skills Needed for Project Success
- ✓ **Improve** Processes to Keep up With Aggressive Government Timetables

## Pre-Conference Workshops

# Wednesday, July 7, 2010

8:30

Continental Breakfast & Workshop Registration

9:00

### Setting the Stage: A Detailed Overview of the Project Management Process

Project Management is a systematic process and must be understood before one can effectively lead a project team. Technical competence and good intentions are not enough to finish a project on time, within budget and satisfying customer requirements. Projects need to be well defined, systematically planned, diligently managed during execution and effectively closed out to ensure customer satisfaction and build on our existing knowledge base.

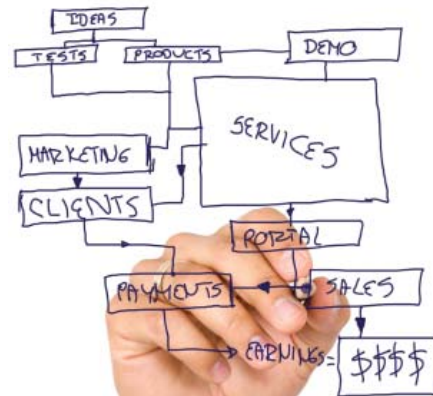
The project management process described in this pre-conference preparation is intended to enable the team to produce the project deliverables in the least amount of time, for the lowest cost and with the highest quality. In addition to providing an overview of the step-by-step process for defining and planning a project, it will also identify numerous enterprise challenges which are resolved by detailed bottoms-up planning.

During this Workshop you will learn how to:

- Define projects and programs and the skills to define and plan government projects
- Track and manage projects with greater accuracy
- Master the process of closing and executing projects

4:00

Workshops Adjourn



# Who

## Should Attend:

- Project Managers
- Program Managers
- Portfolio Managers
- Procurement Managers
- PMPs
- Portfolio Directors
- PMO Directors
- Program Analysts
- Project Support Staff
- Team leaders
- Acquisition and Procurement Officials
- IT Architects / Specialists
- Contract Managers

Day One

Thursday, July 8th, 2010

Keynote  
Address

9:00

### Transform your Department by using Project Management and Process Improvement Methodologies

With the increasing number of projects failing and underperforming during this difficult economic time, government agencies are also facing decreasing budgets and still being asked to produce more and increase quality. In order to meet agency goals some organizations have used successful project management practices and experienced dramatically improved results. During this keynote address you will learn how to successfully begin putting into practice these various tool sets.

**Jennifer Kupec, Master Black Belt, Continuous Process Improvement, Missile Defense Agency, PMP, CPCM, CDFM, Level III - Contracting and Project Management**

10:00

Break & Refreshments

10:15

### Implement Effective Project Selection Strategies for Project Improvement Initiatives

- Understand the methods and techniques you will need for effective project selection
- Evaluate potential failure points and learn how to prevent them from becoming a reality
- Walk through the entire project identification and selection process

**Dale Nawrocki, Six Sigma Lead, Internal Revenue Service**

# What

## You Will Learn:

- Develop Project Performance Measurement and Reporting Standards
- Understand Critical Factors for Reclaiming Troubled Projects
- Develop an Integrated Earned Value Management System
- Measure and Master the Skills Needed for Project Success
- Produce Results through Strategic Implementation and Design

## Day One, Continued

# Thursday, July 8th, 2010

11:15

### Learn How to Manage Multiple Projects with Fewer Resources

- Effectively manage multiple projects with decreasing resources
- Discover when to end failing projects long before they drain your budget
- Design solutions to save failing projects in your organization

12:15

Lunch Break

1:15

### Implement Process Improvement & Innovative Strategies to Increase Efficiency

- Streamline processes with innovative solutions to achieve process improvement in service, office, and government environments
- Craft different strategies to reduce costs and increase process efficiency
- Develop process improvement trends within your workplace

**Kathleen A. Zweig, Deputy Executive Director, Department of State**

2:15

Break & Refreshments

2:30

### Effectively Define the Accurate Metrics to Measure Project Results

- Implement the metrics essential to keeping your projects on schedule and within budget
- Learn to maximize your ROI with structural oversight and quality assurance management for all your project needs
- Discover how to implement effective process improvement techniques in your organization

**Rex Lovelady, Senior Program Analyst, Transportation Security Administration**

3:15

### Achieve Enhanced Outcomes Using OPM3

- Introduction to PMIs Organizational Project Management Maturity Model
- Using OPM3 for improving your Project Management Office and mapping OPM3 to other standards
- Using OPM3 for developing best-in-class practices in your organization

4:00

Day 1 Adjourns

Day Two

Friday, July 9th, 2010

Keynote  
Address

9:00

### Create a Process Improvement & Project Management Culture in Your Office Today

Developing commitment and buy-in to the project and process improvement mentality within your office workforce is imperative to promoting, encouraging and sustaining successful projects. Learning effective methods for dealing with change resistant colleagues and senior leadership will help keep your agency on the right path towards success. During this keynote you will learn how to craft various strategies for creating and executing change initiatives within your department.

**Dave Maurer, National Program Director, Military Transition Assistance Program, Inverness Technologies, Inc.**

10:00

Break & Refreshments

10:15

### Improve Leadership & Interpersonal Skills to Reduce Project Risk

- Set realistic team expectations, goals and deadlines and even exceed them
- Improve performance and reduce risk within the project team
- Understand why the role of senior management can sometimes contribute to risk and how to best avoid it

**Dave Maurer, National Program Director, Military Transition Assistance Program, Inverness Technologies, Inc.**

11:15

### Manage Geographically Dispersed Teams

- Identify problems and consequences involved with managing geographically dispersed projects
- Set up a virtual plan to keep projects on track
- Evaluate the effectiveness of managing projects teams from a remote location

**Calandra Matthews, BlackBelt, Quality Assurance Specialist - Department of Treasury - IRS**

12:15

Lunch Break

“This was a really good conference with great speakers and practical information.”

**Cecilia Fletcher, National Aeronautics and Space Administration**

Day Two, Continued

Friday, July 9th, 2010

1:15

### Earned Value Management (EVM) For Government

- Learn the basic earned value concepts and strategies and how to effectively implement them in your office today
- Understand how EVM provides powerful information about your project
- Strategically apply performance metrics to predict end outcomes

2:15

Break & Refreshments

2:30

### Creating and Utilizing a Virtual Project Management Office (PMO)

- Discover the latest innovations in virtual PMO excellence
- Learn how to evaluate if a virtual PMO is best for your agency
- Study the various types of virtual PMOs and how they can be used in your agency

**Wanda Curlee, PgMP, PMP®, DM, Senior Manager, Deloitte Consulting LLP**

3:30

Summit Adjourns

"I would recommend this conference to a colleague because the subject matter was very informative."

**Patricia Poole, Centers for Disease Control**



# Logistics & Registration

## Venue and Hotel:

**Project Management Excellence** 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.



### Conference Address:

The Performance Institute Conference Center  
1515 N. Courthouse Rd., Suite 600  
Arlington, VA 22201  
877-992-9521

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$297.00 until June 7, 2010. Please call the hotel directly and reference code "Project Management Excellence" 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.



Arlington Rosslyn Courtyard by Marriott  
1533 Clarendon Blvd.  
Arlington, VA 22209  
Phone: 703-528-2222 / 1-800-321-2211  
www.courtyardarlingtonrosslyn.com

## Tuition & Group Discounts:

Offerings	Public	Private
Project Management Workshop Only	\$299	\$299
Two Day Summit	\$599	\$799
Workshop & Two Day Summit	\$699	\$899

For more information on group discounts for **Project Management Excellence** please contact Melvin Hall at 202-739-9630 or email him at Melvin.Hall@PerformanceInstitute.org.

## PMP<sup>®</sup> Exam Voucher:

If you plan on taking the PMP<sup>®</sup> Exam, you may purchase a voucher from The Performance Institute for **\$600** (\$450 for PMI Members). Benefits of purchasing the voucher include no out-of-pocket expense to register for the exam, all costs associated with PMP<sup>®</sup> certification included on one invoice and the addition of all PMP<sup>®</sup> certification expenses to the cost of this training.



PMI Registered Education Provider

PDU's: 18

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.

### 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 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.

# Registration

## To Register:



Call  
877-992-9521



Fax this Form to  
866-234-0680



Visit  
[PerformanceInstitute.org/Excellence](http://PerformanceInstitute.org/Excellence)

## Registration Form

- Yes! Register me for The 2010 Project Management Excellence Summit.
- Yes! Please add the Pre-Conference Workshop.
- 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 Address \_\_\_\_\_

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: T359-WEB