



Project Management

On-Site Training and Facilitation Services

For more information, visit
www.PerformanceWeb.org

Benefits of On-Site Training

The Performance Institute's proven consulting methodology is the ideal vehicle to ensure that employees receive the maximum impact from your training investment. Our experts will work with you to create a customized learning program that meets your needs and delivers immediate results.

- ✓ Maximize Your Training Dollars

As training budgets trend downward, minimize travel expenses and other direct costs by utilizing the Institute's on-site training programs and host at your preferred location.

- ✓ Apply Concepts Immediately to Your Work

Draw from your own program challenges by integrating specific examples or projects to use throughout the course.

- ✓ Craft a Customized Training Solution

Identify and customize a training solution that meets your unique organizational needs to enhance learning outcomes.

Customer Learning and Professional Services

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 a small group or for an organizational-wide initiative, the advanced learning methods employed by The Performance Institute will create an intimate training atmosphere that maximizes knowledge transfer to enhance the talent within your organization.

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, The Performance Institute'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 while at the same time providing 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, The Performance Institute also has the ability to accommodate organizational-wide training initiatives. Utilizing multiple instructors, The Institute has the capacity to deliver courses to groups of up to 300 participants per day.



Why The Performance Institute

Called "the leading think tank in performance measurement for government" on OMB's ExpectMore.gov, The Performance Institute has been a leader in Performance Management training and policy since the 2000 administration transition. As part of the Government Performance Coalition, a group of good government organizations, the Institute worked in 2000 to deliver recommendations to the then new administration on what would become the President's Management Agenda.

In 2009, the Institute is leading Innovations in Government: From Transition to Transformation, or InnoGOV.org, a collection of forums, research and recommendations to bring insight and transformation to the federal government. The goal of InnoGOV.org is to centralize the importance of performance, accountability and transparency in government and to disseminate the leading best practices to government managers.

The Performance Institute has published several white papers and research reports on performance management initiatives and trains over 10,000 government managers a year. Dedicated to improving citizen services and taxpayer transparency, the Institute uses a best-practices foundation to deliver the most effective and tested methodologies for improving performance.

The Performance Institute is dedicated to institutionalizing performance management in government, and can help you drive and deliver excellence to your employees and stakeholders.

Learn more at
www.PerformanceWeb.org

Project Management

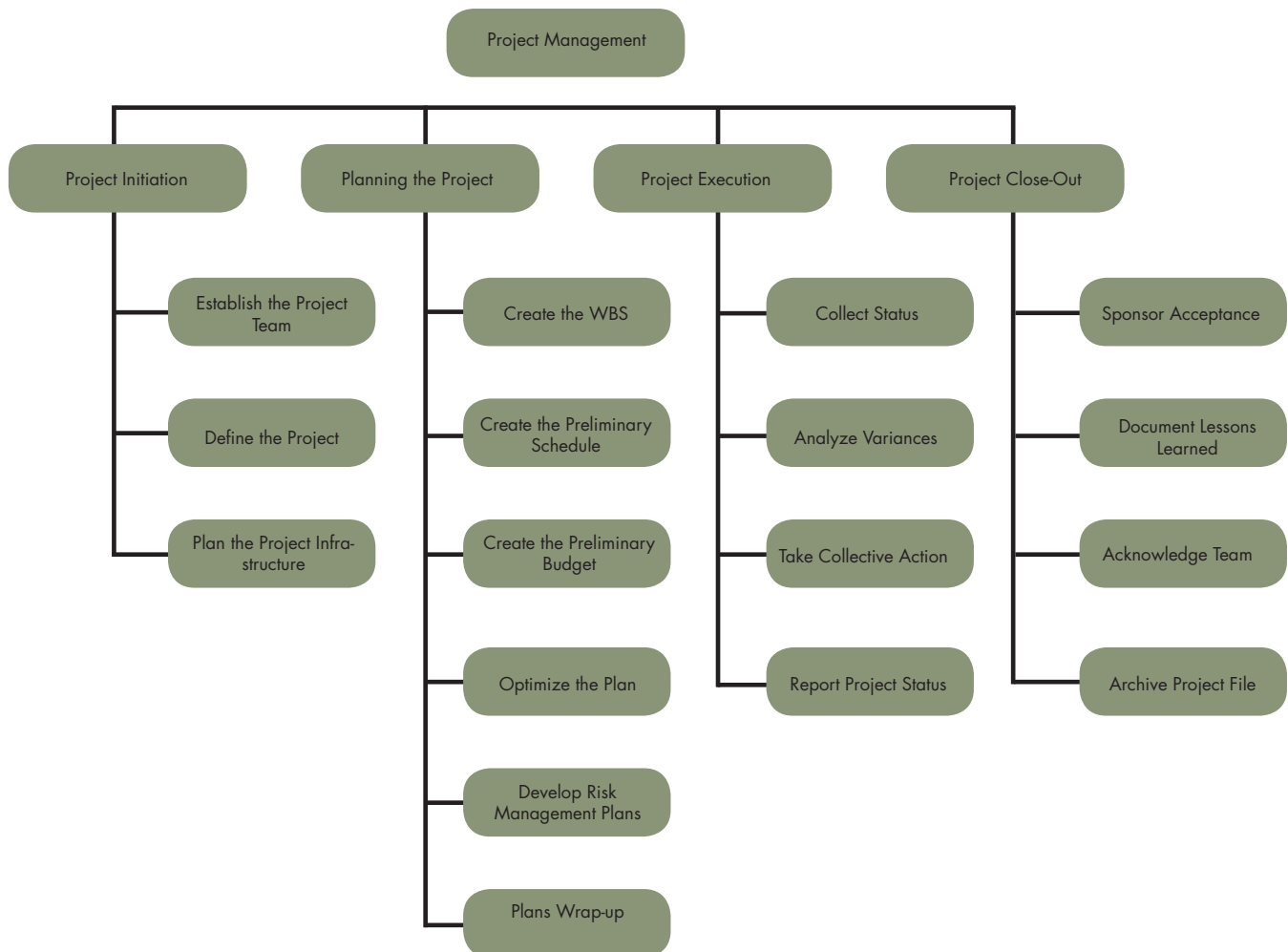
In-House Training & Facilitation Services

Managing projects on a set schedule with financial efficiency, and a complex set of deliverables is no easy task. Being able to employ a solid foundation of project management techniques and tools is vital to project success. Overcoming poor project planning, faulty definition of project scope and lack of transparency on project performance increases the chances of significant project risks. In order to address these challenges, skilled project managers are needed to make sure that project costs and schedules are accurate and align with overall strategy.

Aligned with the Project Management Institute's (PMI) framework, The Performance Institute's Project Management training is designed to focus on the practical application of concepts and real life situations. The Performance Institute has been reviewed and approved as a provider of project management training by the Project Management Institute.

Key Methodologies Covered

The Performance Institute utilizes advanced adult learning techniques in its Project Management curriculum to include live labs and other application-based exercises specific to projects students are working on in the field. Rather than listening to carefully crafted case studies, students use their own live projects for use in exercises. Teams of students are organized around selected projects and apply tools and techniques presented in the class to all phases of the project management process. By using live projects students receive immediate return on their training investment, practice using their real projects, and are reassured that the tools and techniques presented in the class are relevant and valuable in defining and planning their real projects.



Course Modules

Module 1: Project Initiation

- Learn key stakeholder techniques for the first customer/sponsor meeting
- Develop strategies for defining what information is needed from the sponsor and how to get it
- Identify and describe project requirements in clear and understandable terms

Module 2: Project Organization

- Define roles and develop necessary skills to effectively deliver on planned objectives
- Align your project team requirements with current organizational structures and government standards
- Create and use a skills inventory matrix

Module 3: Project Definition

- Understand and identify the components of a project description document
- Develop techniques to clarify major deliverables

Module 4: Develop a Work Breakdown Structure (WBS)

- Describe the purpose of a Work Breakdown Structure (WBS)
- Understand and use two techniques for creating a WBS

Module 5: Create the Preliminary Schedule

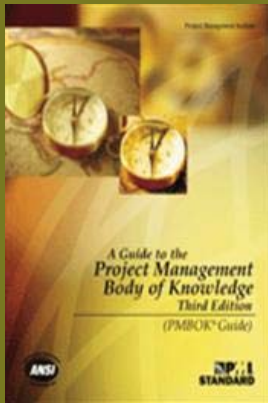
- Create a network diagram and identify the critical path
- Identify early and late schedules and manage resources
- Produce a preliminary GANTT chart



Course Objectives

- ✓ Learn How to Finish Your Project on Time, Within Budget and to the Customer's Expectations
- ✓ Describe the Difference Between Operations, Projects and Programs
- ✓ Understand the Project Life Cycle
- ✓ Identify Key Project Stakeholders and Create the Project Team
- ✓ Describe the Organizational Influences that May Affect Your Project

Learn how to Navigate the
9 Process Groups
and Knowledge
Areas of the Latest
PMBOK® Guide



...by bringing this course on-site The Performance Institute will help you finish all of your projects on time, on budget and within scope!

Module 6: Define Your Project Budget

- Identify your costs and develop your own project budgeting process
- Create a baseline used to determine whether the project is on track
- Learn to include unconventional items such as meetings and license fees

Module 7: Plan Optimization

- Describe the optimizing purpose and create a process plan
- Develop key strategies for optimizing the project plan
- Learn to manage project status and anticipate problems

Module 8: Risk Management Planning

- Gain valuable techniques for identifying and evaluating project risk
- Determine specific risks by project and by work package or activity
- Identify strategies for determining how risk management will be executed, who will be involved and the precise techniques to use

Module 9: Report Project Status

- Learn different methods for recording and reporting project status
- Discuss various techniques for ensuring that all data is accurate to give real project status reports

Module 10: Project Close-out

- Name the three steps to closing out a project and the several choices for project close out activities
- Understand the importance of conducting a project close-out review

Additional On-Site Offerings



Strategic Planning

- Learn to Connect Strategic Planning Efforts with Performance Results
- Identify Seven Strategic Elements for Building Results Oriented Agencies
- Create Measurable Outcomes that Align with Your Agencies Mission
- Develop Results-Oriented Strategies to Achieve Departmental Outcomes
- Conduct an Organizational Readiness Assessment to Target Barriers to Change



Administrative Management

- Build a Professional Development Plan to Advance Your Career
- Utilize Leadership and Team Building Techniques
- Understand How to Manage Conflict and Negotiation
- Implement Techniques to Prioritize your Workload and Time in a Chaotic Environment
- Learn Strategies for Identifying and Removing Obstacles to Change in Order to be Seen as an Office and Team Leader



Workforce Management

- Plan for the Future of Workforce of Your Agency
- Tie Leadership Development, Succession Planning and Workforce Planning to Your Agency's Mission
- Understand the Latest Human Capital Challenges and Mandates
- Provide Continuity of Leadership by Identifying Potential Candidates for Critical Senior Management Positions
- Forecast Skills Gap and Attrition in Management Ranks



Lean Six Sigma

Lean and Six Sigma are often integrated to provide a comprehensive toolset for organizations to solve problems and improve process performance. The different levels of Lean Six Sigma offered are:

- Deployment
- Champion
- White Belt
- Yellow Belt
- Green belt
- Black Belt
- Master Black Belt
- Lean Tools



Performance Measurement

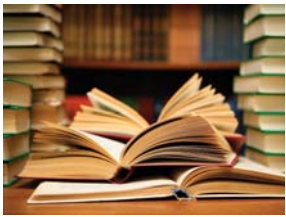
- Design Effective Performance measures to Implement Your Organization's Goals and Vision
- Develop a Performance Management System in Government to Drive Results
- Link Performance measures to a Variety of Management Processes
- Learn how to Use Organizational Goals and Objectives to Develop Appropriate Performance Measures
- Understand why You Should Measure Performance in Your Agency

Performance Institute Accreditations



For more information, contact Mark Bryan
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The Performance Institute's non-partisan, evidence-based analysis has made it the "go-to" group on government management improvement issues.



Research



National Conferences



Training



Certification



Policy Forums



Consulting