

## Who Should Attend:

- Project Managers
- Portfolio Managers
- Program Managers
- PMPs
- Project Support Staff
- Acquisition and Procurement Staff
- IT Architects
- CAPMs
- Contract Managers

## Day One: Monday, September 21, 2009

8:30

Conference 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

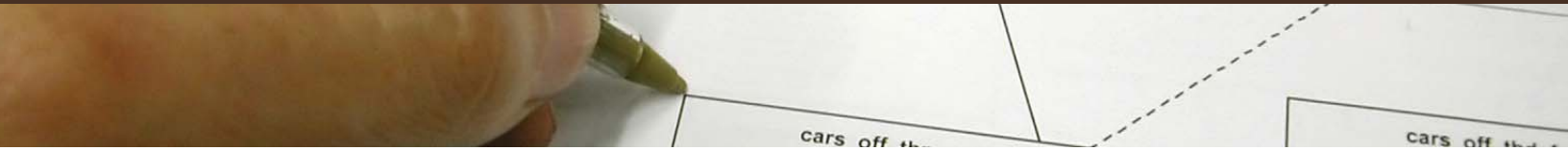
- Review key project management terminology as it relates to the PMBOK® and project management methodology
- Differentiate the various roles and responsibilities of project stakeholders

### 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



## 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. Develop an Integrated EVM System
6. Acquire the Necessary Units to Sit for the PMP® Examination

## Day One, Continued: Monday, September 21, 2009

### Project Initiation Phase

- Implement key stakeholder techniques for the first customer/sponsor meetings
- Identify and describe project requirements in clear terms

### Project Organization Phase

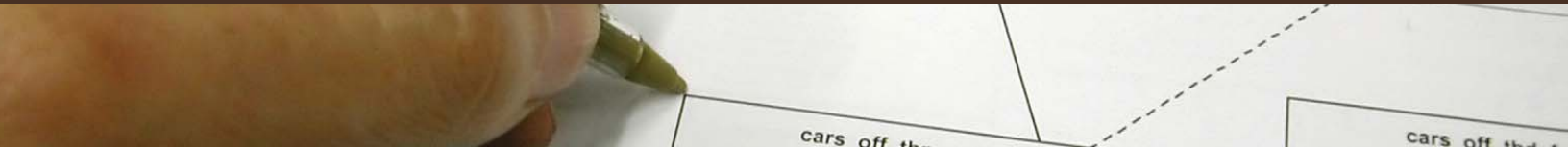
- Align project team requirements with current organizational structure and standards
- Define roles and develop necessary skills to effectively deliver on planned objectives

### 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



## Day Two: Tuesday, September 22, 2009

8:30  
Registration and 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**

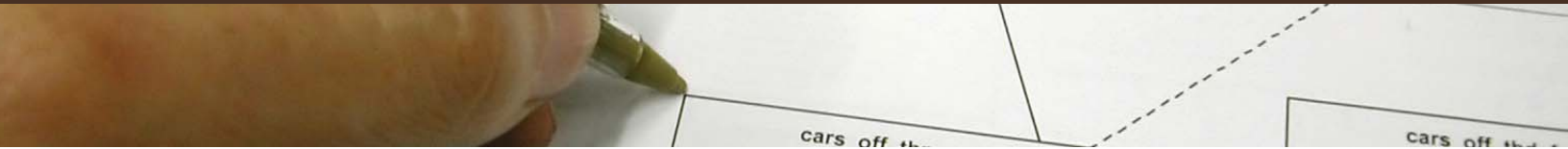
- Understand the purpose of a Work Breakdown Structure (WBS)
- Create a WBS using two techniques

12:00  
Lunch Break

“The training offered good practical guidance that can readily be applied.”

Barbara Fleming  
Dept. of the Treasury





## Day Two, Continued: Tuesday, September 22, 2009

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

Teri Burks  
Regional Project Manager  
USDA



### 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

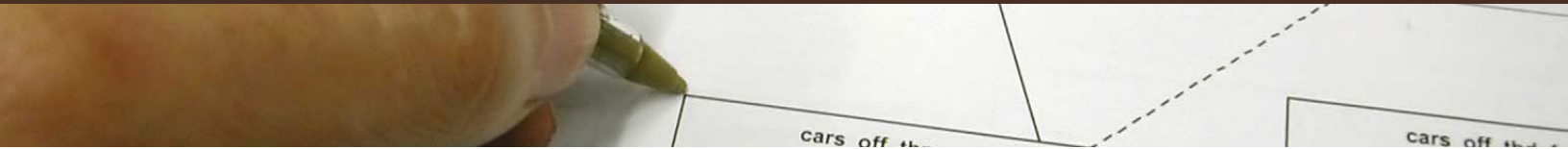
### Develop a Preliminary Schedule

- 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



## Day Three: Wednesday, September 23, 2009

8:30

Registration and 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

### 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

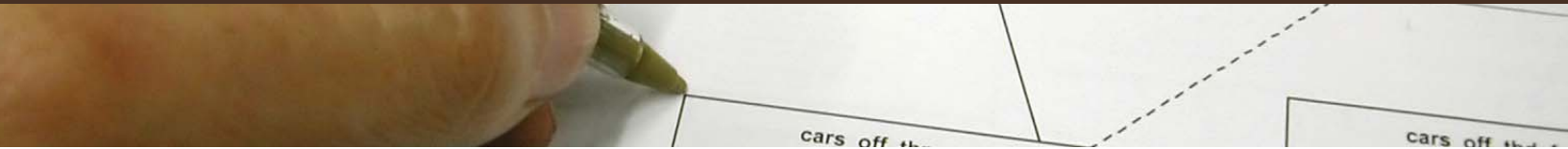
- Identify your costs and develop your own project budgeting process
- Create a baseline to determine if the project is on track and help chart the project and progress

### 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



## Day Four: Thursday, September 24, 2009

8:30

Registration and 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

### Assemble the Project Team

- Assess project human capital needs and negotiate staff assignments with senior leadership
- Lead exercise that promote overall team success

### Understand the Project Manager's Role in Team Development

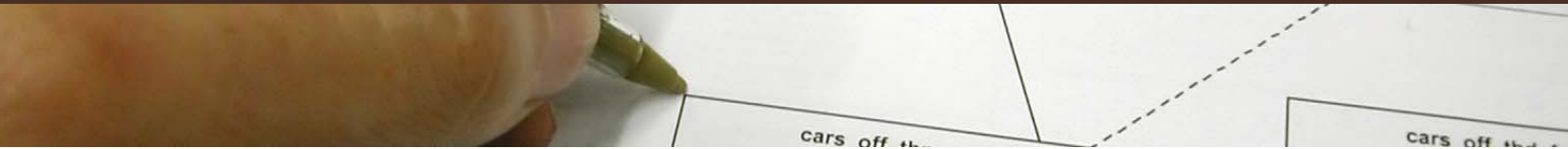
- Overcome the many challenges to being an effective project leader
- Strengthen your leadership skills by assessing, developing and advancing management capabilities

### 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



## Day Five: Friday, September 25, 2009

8:30

Registration and 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

### 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

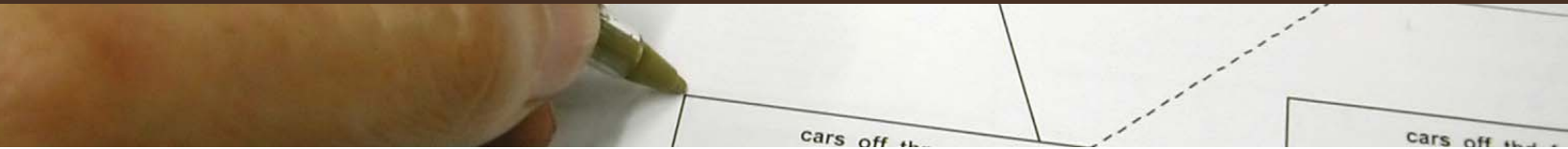
### Document Lessons Learned

- 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:

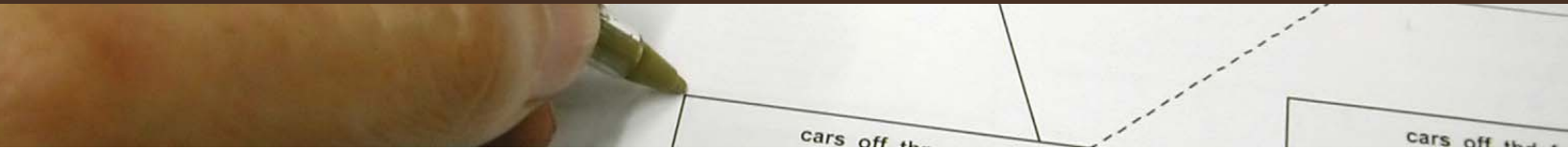
- Event Co-Sponsor
- Session Sponsor
- Luncheon Sponsor
- Exhibit Booth Sponsor

For more information on sponsorships or to get started, contact Jessica Ward at 202-739-9707 or [Jessica.Ward@PerformanceInstitute.org](mailto:Jessica.Ward@PerformanceInstitute.org)

## 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



## PMP Exam Voucher \$600:

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

## In-House Training

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

### CUSTOMIZATION

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, PI'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 and provides 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, PI also has the ability to accommodate organizational-wide training initiatives. Utilizing multiple instructors, PI has the capacity to deliver courses to groups of up to 300 participants per day.

### 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

For more information about in-house training options available to you, please contact Jennifer Mueller at 202-739-9619 or email her at [Jennifer.Mueller@PerformanceInstitute.org](mailto:Jennifer.Mueller@PerformanceInstitute.org).

## Logistics & Registration

### Venue

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.



The Performance Institute Training Center  
1515 North Courthouse Rd., Suite 600  
Arlington, VA 22201  
703-894-0481

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$233.00 until August 21, 2009. 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.



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

Hotel and travel costs are not included in conference tuition.

### Tuition

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

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

### PDU's



PDU's: Earn up to 35 PDU's

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.

**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.

### Cancellation Policy

For live events: The Performance Institute will provide a full refund less \$399 administration fee for cancellations four weeks before the event. If cancellation occurs within two weeks prior to conference 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 the cancellation requests need to be made via Event or email. Your confirmation email contains links to modify or cancel registrations. Please note that the cancellation is not final until you receive a written confirmation.

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.

### 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 Corporate Headquarters:  
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

- 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

## REGISTRATION

1. **ONLINE** at [www.PerformanceInstitute.org/PMR](http://www.PerformanceInstitute.org/PMR)
2. **VIA FAX** to 866-234-0680
3. **VIA PHONE** to 877-992-9522
4. **VIA MAIL** to The Performance Institute Headquarters  
805 15th Street, NW, 3rd Floor  
Washington, DC 20005

- 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 \_\_\_\_\_

Office \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Payment Information

- Training Form/Purchase Order  Check (accepted by mail only)  
 Credit Card    

Credit Card Number \_\_\_\_\_ Billing Zip \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ 3-Digit Verification # \_\_\_\_\_

Please make checks payable to: The Performance Institute Priority Code: T335-WEB

# About 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 research reports regarding performance management initiatives and trains over 10,000 government managers per year on performance-based topics. 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 Corporate Headquarters  
805 15th Street, NW, 3rd Floor  
Washington, DC 20005

[www.PerformanceWeb.org](http://www.PerformanceWeb.org)