

Harry & Jeanette Weinberg Foundation, Inc.  
3660 Wai'alea Avenue, Suite 400  
Honolulu, HI 96816

# Introduction to Project Management for Private Non-Profit Organizations

September 12, 2002

9:00 a.m. to 3:00 p.m.  
YMCA of Honolulu  
Haig Room, 3<sup>rd</sup> Floor  
1441 Pali Highway

Presented by:



The  
Harry & Jeanette Weinberg  
Foundation, Inc.



PMI HONOLULU CHAPTER, INC.

Does this sound familiar???

*"We did not meet the financial goal of our fundraising project."*

*"Due to unforeseen circumstances, the new program could not be implemented."*

*"That sounds like a great idea for our organization but I do not know where to start?"*

If this is all too familiar, then this class may be for you!

## The Need for Project Management in Non-Profit Organizations (NPOs)

Most NPOs are project-driven entities. A project is any endeavor that is undertaken that has a distinct beginning and ending to achieve a certain goal or objective. For example, a fundraiser, implementing a new program or service, or developing a new marketing campaign can all be considered projects. NPOs are unique from most businesses because

- they depend on donations and grants;
- they are under greater fiscal scrutiny; and
- they depend on volunteers to fulfill a majority of the human resource needs.

Because NPOs are project-driven entities, project failures can be devastating to the livelihood and future existence of the NPO.

Most project failures can be attributed to poor planning. A thorough Project Plan positions you to achieve project success!

## What will the class do for you?

In this one-day class, you will learn how to develop an effective Project Plan that consists of the following:

- Project Charter
- Scope Statement
- Work Breakdown Structure (WBS)
- Schedule
- Cost Estimate and Budget
- Resource Plan
- Risk Management Plan

The Project Plan is the most fundamental and important project management tool to help increase project success! From the Project Plan, you and the project team will be able to execute and control a project in a logical and effective manner.

In the class, you will get "hands-on" experience by developing a simple Project Plan for a typical non-profit project - a fundraiser! In addition, several "real-life" scenarios will be evaluated using the Project Plan.

As part of your **\$25 enrollment fee**, you will be given valuable reference materials such as the "Project Management For Non-Profit Organizations" booklet and a Project Plan for a fundraising dinner event developed by Project Management Professionals.

The Harry & Jeanette Weinberg Foundation and the PMI Honolulu Chapter are bringing this class exclusively to employees and executive directors of Private Non-Profit Organizations for **\$25!**



The Harry and Jeanette Weinberg Foundation, Incorporated is a Maryland nonprofit charitable organization created in 1959 and named after Harry and Jeanette Weinberg. The Foundation is the 22<sup>nd</sup> largest charitable organization in the United States with assets valued at approximately \$2 billion. The purpose of the Foundation is to provide contributions to charitable organizations helping the poor and needy.



Since its founding in 1969, the Project Management Institute (PMI®), with over 86,000 members worldwide, has become the leading nonprofit professional association in the area of Project Management. PMI establishes Project Management standards, provides educational programs and professional certification. The PMI Honolulu Chapter instructors bring a wealth of project management experience and knowledge from the private, public and government sectors across a variety of industries.

**For further information or questions, please call Gailene Wong at (808) 924-1000.**

## INTRODUCTION TO PROJECT MANAGEMENT FOR PRIVATE NON-PROFIT ORGANIZATIONS

\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone (Business)                      Fax

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Organization/Affiliation

My check for \$25, payable to "PMI Honolulu Chapter, Inc.", is enclosed. PLEASE ENROLL ME in the September 12, 2002 class.

The class will run from 9:00 a.m. to 3:00 p.m. at the YMCA of Honolulu, Haig Room, 3<sup>rd</sup> Floor, 1441 Pali Highway. Lunch will be provided as part of the enrollment fee.

**Enrollment is limited to the first 12 participants.**

**Cut and return this enrollment form with payment, no later than September 3, 2002 (postmarked), to:**

**PMI Honolulu Chapter, Inc.  
c/o Gailene Wong  
The Harry & Jeanette Weinberg Foundation  
3660 Waiialae Ave., Suite 400,  
Honolulu, HI 96816**