Project Management for Government

September 21-22, 2005 • Arlington, VA
The Performance Institute

How You Will Benefit

Improve Project Planning and Management

Acquire the latest methodologies and effective tools for successful project and earned value management

Measure and Report Project Performance

Develop and implement performance measures for project management in government

Reduce Project Failure Rates

Comply with OMB standards cost, schedule and performance

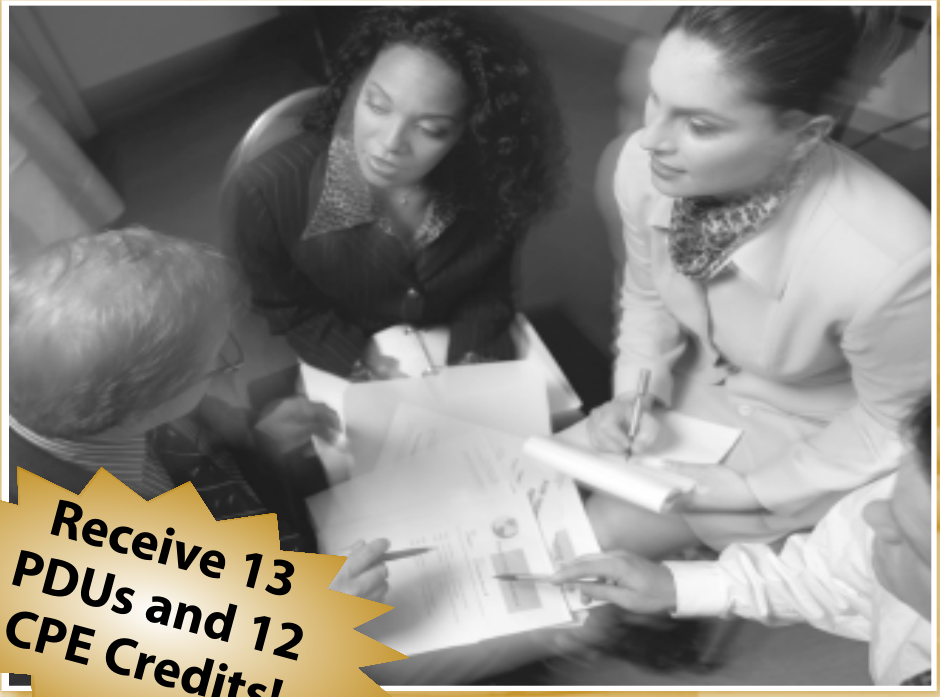
Cultivate and Develop Effective Project Management Skills

Design effective policies and procedures for training and development of quality project managers

Plus: **Compliance Is Now FEDERAL POLICY...Learn New EVM Requirements for Managing Contracts!**

What You Will Learn

- OMB and DoD Standards for Project Management
- Model Project Performance Metrics and Benchmarking
- Effective Policies and Procedures for Life-Cycle and Earned Value Management
- Project Risk Assessment
- Cost, Schedule and Performance Planning
- Project Performance Tracking



Receive 13 PDUs and 12 CPE Credits!

Presented by:

The Performance Institute

Meet New Federal Mandates for Project Management Certification and Earned Value Management!

www.PerformanceWeb.org

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PROGRAM AGENDA

Day One Agenda: September 21, 2005

9:00 Overview of Project Management Mandates and Standards
- Receive the latest updates on Clinger-Cohen, the President's Management Agenda, and the Exhibit 300
- Learn the latest developments in the e-Government Initiative

9:45 Understanding Key Concepts and Methodologies in Earned Value Management Systems
- Define roles, develop necessary skills, and identify competency gaps
- Understand project scope, Earned Value and Life-Cycle Management

Step-by-Step Project Life-Cycle Walkthrough

11:00 Step 1: Project Selection
- Identify, define and apply various project selection techniques
- Determine Project outcomes and viability

1:00 Step 2: Project Initiation Phase
- Learn key elements of drafting a Statement of Work (SOW)
- Identify and describe project requirements

2:45 Step 2 Continued: Developing a Work Breakdown Structure
- Learn key elements to developing a Work Breakdown Structure (WBS)
- Identify project stakeholders and develop strategies for maintaining their support

4:00 Adjourn

Day Two Agenda: September 22, 2005

9:00 Step 3: Project Planning Phase
- Develop project budget, schedule and resources estimates from the WBS
- Develop a network using the Precedence Diagramming Method (PDM)

10:00 Step 3 Continued: Risk Assessment and Management
- Identify and prioritize project risk
- Develop a comprehensive risk management plan

11:00 Step 4: Project Execution Phase
- Monitor and control the project relative to the project baseline
- Set up the project organization and secure required resources

12:30 Step 5: Project Controlling Phase and Change Management
- Use Earned Value Management to track project process
- Develop processes and procedures for change management

1:15 Step 6: Project Closeout Phase
- Determine activities in completing the project requirements
- Evaluate success and demonstrate project outcomes

2:15 Project Management Within a Performance Framework
- Improve ROI by defining project scope and end outcomes
- Utilize performance to strategize, communicate, motivate and manage

3:00 Case Study: Lessons Learned from a Failed Government Project
- Learn five key lessons that caused a government project to fail
- Develop a risk management plan that accounts for lessons learned from previous projects

3:30 Application Workshop: Step-by-Step Project Plan Walkthrough
- Design a five-step project plan and Work Breakdown Structure
- Develop goals, conduct a risk analysis, and evaluate performance

5:00 Adjourn

**Break times at instructor's discretion*

KEY METHODOLOGIES COVERED

This training will give managers the tools necessary to assess and develop effective plans and blueprints for managing multiple projects. Instructors will provide an in-depth look at the most broadly used and effective project management tools in government including *Earned Value Management, Spiral Management, Life-Cycle Management, Barr and PERT Charts,* and more. Having sufficient time, defining the technical performance and total costs, and planning the allocated resources is critical to mitigating risk and tracking overall project performance.



Critical Elements in Effective Project Management

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management and the Human Capital Management Certification Programs. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on project management. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or Zach@PerformanceWeb.org.



How do I Register?

Call the Performance Institute at *703-894-0481* or visit us online at www.PerformanceWeb.org. Be sure to reference priority code **P488** when you register.

Venue and Hotel:

Project Management for Government will be held at the Performance Institute in Arlington, VA, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is located just inside of the building.

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

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at the Key Bridge. Please contact the hotel directly and use the code ILCORPER when making reservations at the hotel.

Holiday Inn Rosslyn at the Key Bridge
1900 North Fort Myer Drive
Arlington, VA 22209
1-800-368-3408
www.holiday-inn.com/rosslynkbridge

Tuition and Group Discounts:

The fee for attending *Project Management for Government* is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Melvin Hall at 703-894-0481 or email him at Hall@PerformanceWeb.org. Please reference program code **P488** when you register.

Cancellations and 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: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. Note: A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

Project Management for Government

REGISTRATION FORM

To Register:

1. Call Melvin Hall at 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

DELEGATE INFORMATION

PRIORITY CODE: P488-WEB

NAME

TITLE

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METHOD OF PAYMENT

☐ Check ☐ Purchase Order/Training Form ☐ Credit Card

NAME ON CARD

CARD NUMBER EXPIRATION

<u>CPE Credit:</u>
Delivery Method: Group-live
Program Level: Intermediate
Prerequisites: None
Advanced Preparation: None

National Registry of CPE Sponsors
CPE Credits: 12

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PMI Registered Education Provider
PDUs: 13

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