Developing and Managing Project Teams IN GOVERNMENT

Establishing a High-Performing Team for Improved Project Results

November 14 - 15, 2005 • Arlington, VA

The Performance Institute

How You Will Benefit

Learn New OMB Project Management Competency Standards

Equip your project team with key competencies needed to ensure project success

Track and Enhance Team Performance

Implement an Earned Value Management System to manage project accountability

Develop Team Leadership and Decision Making Skills

Empower project leads by delegating authority and improving critical-thinking skills for problem solving

Manage and Resolve Conflict in Project Teams

Master project negotiation and influencing techniques to ensure peak productivity

What You Will Learn

- **Federal, State and Local Standards for Developing Project Teams**
- **Myers-Briggs Type Indicator®**
- **Project Team Performance Metrics and Milestones**
- **Project Team Management Process Flow Diagram**
- **Simulation-Based Project Team Management**



Receive 13 PDUs and CPE Credits!

Presented by:

The Performance Institute

R.E.P. Project Management Institute

Acquire Real Life Lessons Learned on Resolving Project Conflicts!

www.PerformanceWeb.org

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TRAINING AGENDA

Day One: November 14, 2005

8:30 Conference Registration & Continental Breakfast

9:00 Overview of Competencies for the Ideal Government Project Team
- Identify key differences and advantages for each type of project team
- Explore the latest project management tracking tools
- Examine government-wide best-practices in team development, leadership and management

10:00 Developing and Integrating Organizational and Work Breakdown Structures (WBS)
- Integrate the organizational functions into your WBS
- Link measurable deliverables in your WBS to critical organizational and workforce structures

10:45 Break & Refreshments

11:00 Planning Your Project Team
- Align your project team requirements with current organizational structures and government standards
- Establish a virtual project team aligned with project requirements and goals

12:00 Networking Luncheon

1:00 Acquiring Your Project Team
- Assess project human capital needs and negotiate staff assignments with senior leadership
- Determine potential cost-efficiencies of acquiring external services using strategic sourcing

2:15 Break & Refreshments

2:30 Aligning Workforce Competencies to Project Requirements and Risk
- Perform a gap analysis to determine training and developmental needs
- Examine core competencies outlined by OPM and the CIO Council

3:30 Managing a Diverse Project Team: Improving Communication Through Effective Workforce Analysis
- Assess your project team using the Myers-Briggs Type Indicator (MBTI®)
- Learn key techniques for effective diversity management

4:30 Adjourn

Day Two: November 15, 2005

8:30 Continental Breakfast

9:00 Managing and Resolving Conflicts
- Examine lessons learned in successful conflict resolutions
- Manage pre-established biases and emotions using proven negotiation and influencing techniques

9:45 Improving Team Decision Making
- Delegate responsibility, not authority to team members
- Communicate problem solving strategies to reach final consensus

10:15 Break & Refreshments

10:30 Conducting Vital Project Meetings
- Create guidelines establishing the vital-few meetings for development, review and training
- Plan and execute effective steering committee meetings

11:15 Tracking and Reporting Team Performance
- Manage and track team performance using Earned Value
- Design standards for collecting and reviewing project performance information

12:30 Networking Luncheon

1:30 Case Study: Developing High-Performing Project Teams
- Explore lessons learned from managing and developing project teams in government
- Determine best practices for ensuring project success through effective management of the project workforce

2:15 Break & Refreshments

2:30 Application Workshop: Simulation-Based Project Team Management for Complex Projects
- Simulate a real life project scenario through each stage of the project life-cycle in a group exercise
- Respond to practical obstacles involved in managing project teams
- Participate in an instructor-led critique of group results and receive recommendations for future improvement

4:30 Adjourn

METHODOLOGY COVERED:

This course will take attendees through proven strategies for the development and management of government project teams, resulting with a proven framework for establishing the key players needed for an integrated project team. Based on the analysis of your project team using the *Myers-Briggs Type Indicator* (MBTI®), this course aims to develop key strategies for development of a qualified, efficient, and streamlined project team.

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management Certification Program. 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 Teams. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or email him at Zach@PerformanceWeb.org.

Venue and Hotel:

Developing and Managing Project Teams in Government will be hosted at The Performance Institute 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. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600
Arlington, VA 22201
Phone: 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

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 **T206** when you register.

Tuition & Group Discounts:

The fee for attending *Developing and Managing Project Teams in Government* is $1095. Register by calling 703-894-0481 or visit us online at **www.PerformanceWeb.org**. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Melvin Hall at 703-894-0481or email him at Hall@PerformanceWeb.org.

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.

Delivery Method: Group-live
Program Level: Intermediate
Prerequisites: None
Advanced Preparation: None
National Registry of CPE Sponsors
CPE Credits: 13

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PMI Registered Education Provider:
PDUs: 13

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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: T206 - BZ

NAME

TITLE

ORGANIZATION

ADDRESS

CITY STATE ZIP

PHONE

FAX

E-MAIL

METHOD OF PAYMENT

☐ Check ☐ Purchase Order/Training Form ☐ Credit Card

NAME ON CARD

CARD NUMBER EXPIRATION