Prepare Your Agency for New Project Management Mandates

2004 Summit on

Project Management in Government

Acquire the Latest Project Management Innovations for Your Agency

March 8 - 10, 2004 • Arlington, VA

Performance Measures
Develop and implement performance measures for project management success in government

Project Management Techniques
Acquire the latest methodologies and effective tools for successful project management

Policies and Procedures
Define and implement appropriate protocols and procedures to guide government managers on specific project management practices

Training and Development
Learn about new and existing training and certification proposals and ensure project managers gain improved program management skills



PLUS: Earned Value Management Symposium
Attend this interactive session and learn how to:
- Define EVM Objectives and Terminology
- Use Earned Value Techniques and the Calculation of the Indices
- Analyze Data Analysis Strategies and Implementation Schedules

Presented by:

The Performance Institute

Ensure Your Agency's Staff are Effective Project Managers!

Explore Project Management Methodologies That Can Increase Your Projects Performance!

New Project Management Mandates

"The Office of Management and Budget promises to pull the plug on projects that lack good project management strategies….projects submitted in September for funding in the 2005 budget will be scrapped unless they stay within 10 percent of budget, schedule and performance, and are assigned a qualified project manager."

—-Federal Times, December 1, 2003

Who Should Attend:

IT Managers
Meet the latest OMB IT project management mandates

Contracting and Acquisition Managers
Manage outsourced projects and complex procurements with ease

Budget and Program Staff
Design, measure, manage and evaluate program initiatives for results

Quality and Performance Managers
Develop quality and change management projects that succeed

HR Managers
Improve training and certification strategies for agency managers

…and anyone else interested in the performance measurement and management of government projects

Dear Government Executive,

Recent mandates such as the President's Management Agenda keep pushing federal agencies into adopting best practices for full-time, performance-based project management strategies. According to OMB, in 2003 over 700 projects in the federal IT sector alone failed to meet performance deadlines or had insufficient management plans. Currently, OMB has promised to pull the plug on projects unless they stay within 10 percent of their budget, schedule and performance, and are assigned a qualified project manager. To help you comply with project management mandates and meet new challenges, we invite you to attend the *2004 Summit on Project Management in Government*, March 8-10 in Arlington, VA.

Design Successful Project Management Techniques

In order to succeed in project management, managers need to understand the existing principles, methods and tools of project management, as well as the processes that have proven to be successful in other agencies and complex contracting and outsourcing processes. Join us in Arlington and for two days concentrate on developing the basic and advanced skills needed to manage a project in a structured and performance-based environment.

Develop and Implement Policy and Procedures for Project Management

Effective project management and consistent timely project reviews will ensure the successful completion of all assigned tasks as anticipated by the team and project manager. In order for this to happen, it is essential that all assigned staff are aware of the government mandates that regulate project management capacities. Compliance with regulations helps to save time, avoid penalties and make all project management related developments easier. Furthermore, the incorporation of compliance standards and evaluation strategies within a project is a point deeply stressed in this forum.

Improve Training and Achieve Certification in Project Management

Currently there is a growing viewpoint, by agencies such as the OMB, that government project managers should be both full-time and certified, acknowledging the lack of fundamental project management skills. This is partly due to the fact that government programs of all types, both at the federal and state levels, are being held accountable for their performance and streamlined allocation of funds and resources in these fiscally tight times, all the way down to the project management level.

Whether your interest is measuring and evaluating performance in your project management practice, or the development of policies and protocols to track and manage projects and organizational change, this summit promises to be a valuable opportunity for a peer-to-peer exchange of ideas that focuses on leading strategies and best practices among project management specialists. Register today by calling *703-894-0481* or visit us online at *www.PerformanceWeb.org*. I look forward to seeing you in March!

Sincerely,



Carl DeMaio
President
The Performance Institute

Meet New Project Management Mandates!

Comply with Mandates

Agenda and Sp

Pre-Summit Workshop: March 8, 2004

8:30 Registration and Continental Breakfast

9:00 Fundamentals of Government Project Management

Many agencies, such as the U.S. Office of Management and Budget, are beginning to adopt the growing viewpoint that government project managers should be both full-time and certified due to the poor performance of many government projects. One can therefore acknowledge that there is a gap in the basic knowledge of project management fundamentals.

Help make your project a positive government statistic! Learn the introductory base fundamentals of government project management. The specific fundamentals discussed will include taking into account the role of private industry best practices and business models for government project management. Identify the applications of best practices to a range of scenarios facing government project managers. This session will include taking a look at specific instances, scenarios and environments where best practices can be implemented.

- Examine how other governments have implemented best practices for project management
- Apply different project management practices to an array of different scenarios
- Learn how project management in the private sector can be applied to the public sector

***John Keane**, Senior Fellow, The Performance Institute*

11:45 Workshop Adjourn and Luncheon

Day One: March 8, 2004

12:00 Conference Registration

12:15 Luncheon and Leadership Panel: Emerging Mandates on Project Management in Government: The Role of Project Management in Improving Performance

Are your project management methodologies and tools compliant with government project management mandates? Join this expert discussion by top specialists in the fields of project management and performance management and share insights on relevant government mandates and directives that affect standards of performance and effective project management policy and procedures. Mandates and directives to be discussed may include the GPRA, President's Management Agenda, Clinger-Cohen Act and recent OMB calls for better project management standards and certifications. A subsequent Q&A session will allow you to review and share project management challenges in a peer-to-peer exchange.

***Carl DeMaio**, President, The Performance Institute*
***Linda Salac**, Business Manager III, Health and Human Services System, State of Nebraska*
***Edward Hoffman**, Director, NASA Academy for Program & Project Management**

1:45 A Framework for Strategic Management and Performance Measurement of Government Projects

Generally speaking, government project management is a highly time-sensitive activity and fails not because of funding or time, but primarily due to the lack of expert planning or strategic resource allocation. Explore the possibility of developing the most appropriate management framework for your agency by learning project management methodologies in line with strategic planning and performance initiatives.

***Carl DeMaio**, President, The Performance Institute*

2:45 Break

3:00 Developing Agency Protocols and Procedures for Improved Project Management

Government mandates often call for performance measures. Furthermore, any project manager, be it a government official or a private contractor, must learn that in order to become effective in working or contracting with government they need to become knowledgeable of the rules, policies and regulations that govern various state, local and federal programs. They also need to understand that these rules, policies and regulations must be enforced by the agency through its project management staff. This session is designed to explore and disseminate information on developing and implementing such protocols and procedures.

***Linda Salac**, Business Manager III, Health and Human Services System, Nebraska*

3:45 The Role of Training and Development to Improve Project Management Skills for Government Managers

Training and development of your project team is essential to keeping up and meeting set performance standards. As agency officials seek out the next generation of project management leaders, they are increasingly demanding that they are both experienced and knowledgeable. Whether you are a project manager or supervisor, use this session to understand OMB's push for project management certification in order to yield greater benefits and raise the bar.

***Edward Hoffman**, Director, NASA Academy for Program & Project Management**

5:00 Adjourn



*Denotes Invited

Day 2: March 9, 2004

Part I: Project Management Methodologies

9:00 Using the Logic Model Methodology to Develop Project Plans and Performance Measures

In order to efficiently determine your project's strategic outcome, the Logic Model proves to be a comprehensive and easy-to-apply methodology that consistently links performance measures to defined project management and agency goals. This facilitated session will help you understand the Logic Model methodology and apply it to very specific end-outcomes, while integrating all other areas of management.

***Jeff Bergin**, Director, The Performance Institute**

10:00 Earned Value Management: Methodology and Strategy

Project management requires efficient and effective management in order to ensure continued investment. Earned Value Management is a project management technique that can be easily and effectively integrated into existing programs. Through the use of EVM, you can acquire the tools necessary to relate resource planning to scheduling and technical costing to get the most effective project management out of your program.

***Debbie Tomsic**, Program Analyst, Office of the Under-Secretary of Defense, Acquisition, Technology and Logistics**

11:00 Break

11:15 Spiral Management: Methodology and Strategy

The Spiral Management Model is a structure that supports continuous improvement through an Evolutionary Spiral Process (ESP). ESP is a management framework for programs undergoing constant development. Under the ESP model, developmental programs and projects, primarily in technology-related areas, are structured to closely engage the key "stakeholders" of any program, manage risks and enable incremental delivery. Agencies such as the FAA's National Airspace System (NAS) have implemented the Spiral Management strategy. Projects undergoing systematic adoption of new processes and technologies will find that greater knowledge of this management style may help to increase their project's performance.

***Terry Little**, Program Director, Kinetic Energy Interceptors, Department of Defense**

12:15 Best Practices Luncheon Exchange

During this facilitated luncheon discussion, take the best practices and lessons learned from the conference presentations and discuss "next step" ideas for implementing the various solutions to difficulties surrounding project management.

***Jeff Bergin**, Director, The Performance Institute*

Part II: Solutions to Project Management Challenges

1:15 Project Management Strategies for Major Organizational Change

Implementation of new management initiatives must take into account the organizational culture and acceptance for change. To successfully manage change in an organization, capacity checks are required on an individual, team, program and agency. This overview will discuss the frameworks required to manage change in your government organization or project team.

***Ronald Bowman**, Executive Information Project Lead IFMP, NASA*

2:15 Project Management Strategies for Outsourced Projects

In the President's Management Agenda, the Bush Administration has instructed agencies to use competitive sourcing or direct conversion outsourcing on at least 15% of government commercial activities. Government mandates are NOT going away. Many agencies continue to focus on meeting the 15% mandate set in 2002, and overlook the fact that the problems they encounter now are problems that will be repeated more frequently over the next five years when trying to meet the 50% mandate. In this session you will discover the benefits and incentives realized by disseminating proven methods and strategies that will affect project savings through competitive sourcing.

***Linda Whitlock-Brown**, Senior Fellow, The Performance Institute*

Part III: Case Study Application

3:15 Information Technology Project Management

The differences in levels and uses of technology, as well as the lessons that can be learned, make IT project management an essential and specific aspect of project management. In this session learn best practices from an experienced IT project manager. Explore strategies and performance measures that lead to IT project delivery success.

***John Keane**, Senior Fellow, The Performance Institute*

4:45 Adjourn

Key Reasons to Attend:

1. Receive Guidance from Specialists and Leaders in Government Project Management
2. Align Project Management Methodologies and Challenges to Performance Measures
3. Update Your Agency on the Latest Project Management Compliance Standards
4. Manage the Bottom-Line Results of Your Project
5. Discuss New Base-Lines and Upcoming Trends for Training and Certification for Your Project Staff

r Your Project Funding!

Earned Value Management Symposium: March 10, 2004

Earned Value Management is a strategic program management tool which is designed to integrate technical performance requirements, resource planning, schedules and assess risk. Not only does applying EVM allow for better project management, but also helps to support the President's Management Agenda (PMA) by improving competitive sourcing by providing better historical performance data and allowing improved financial performance by helping measurement of performance against the budget. Also, EVM helps improve agency budget and performance integration by aligning management of technical requirements, schedule and budget risks.

Methodology

Apply the proven Eight Step Framework for Earned Value Management in order to plan, develop and implement an effective project management strategy. Steps 1 through 4 are management practices that ensure you have the necessary strategies in place to conduct an earned value analysis during the project phase, which are steps 5 through 8. The framework serves as a checklist for project managers to ensure that their earned value management analysis can be conducted properly and successfully.

8:30 ***Registration and Continental Breakfast***

Pre-Project Phase

9:00 ***Step 1: Determine Project Goals***

9:45 ***Step 2: Create a Work Breakdown Structure (WBS) and define the Organizational Breakdown Structure (OBS)***

10:45 ***Step 3: Determine Schedule and Milestones***

11:45 ***Luncheon***

12:30 ***Step 4: Define the Budgeted Cost for Work Scheduled (BCWS)***

Project Phase

1:15 ***Step 5: Measure the Actual Cost***

2:00 ***Step 6: Measure the Work Performed***

2:45 ***Step 7: Measure the Earned Value***

3:45 ***Step 8: Perform the Analysis***

4:30 ***Adjourn***

Most Government Managers DO NOT have Sufficient Project Management Skills! Attend this Conference to Equip Your Agency with the Latest Project Management Solutions!



Bring this Project Management Training In-House

The Performance Institute offers customized one and two day education programs to federal, state and local agencies that wish to train staff members in their own facility. In-house training, even though not a Certification Course, provides a curriculum tailored specifically to your office, program or agency in a cost and time-efficient manner. Using the Logic Model and other cutting-edge tools and strategies, our experts will work with you to effectively design measure and manage performance in your very specific and challenging projects.

Not only will staff complete the training with a set of viable measures that can be implemented immediately, but with the tools to adapt and evolve and ultimately create new, highly useful measures on their own. For more information about the in-house training options available to you, please contact Shawn Keeley at 703-894-0481 or via email at Keeley@PerformanceWeb.org

Venue

The 2004 Summit on Project Management in 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 North Courthouse Rd., Suite 600
Arlington, VA 22201
703-894-0481

Hotel Information

The Performance Institute is located just two blocks form the Hilton Garden Inn, where a limited number of rooms have been reserved at a discounted rate of $159 per night. Please call the hotel to make reservations and be sure to ask for the The Performance Institute conference rate.

Hilton Garden Inn
1333 North Courthouse Road
Arlington, VA 22201
703-528-4444
www.hilton.com

Tuition Rates

Tuition rates on the 2004 Summit for Project Management in Government are as follows:

Summit:	$1095
Pre-Summit Workshop:	$295
EVM Symposium:	$495

Group Discount

For more information about available group tuition discounts, please contact Shawn Keeley at 703-894-0481 or via email at Keeley@PerformanceWeb.org.

Administrative Note:
A 10% cancellation fee on registration will be charged for cancellations received less than three weeks from the date of the conference. As speakers are confirmed 6 months before the event, some speaker's change or topic settings may occur.



The Performance Institute
1515 North Courthouse Road
Suite 600
Arlington, Virginia 22201

The 2004 Summit on Project Management in Government

Call (703) 894-0481, Fax This Form To (703) 894-0482 or visit www.PerformanceWeb.org

☐ Yes! Register me for the summit only.

☐ Yes! Register me for the Pre-Summit Workshop.

☐ Yes! Register me for the Earned Value Management Symposium.

☐ Yes! Register me for the Pre-Summit Workshop and the Earned Value Management Symposium.

☐ Please call me. I am interested in a special Group Discount for my team.

Name _____

Title _____

Organization _____

Dept. _____

Address _____

Mail Stop _____

City_____State _____ Zip _____

Telephone _____ Fax _____

E-mail_____

METHOD OF PAYMENT:

☐ Credit Card ☐ Check ☐ Purchase Order/Training Form

Credit Card Number: _____ Exp. _____

Name on Card: _____

Priority code – P203web