How You Will Benefit

Improve Project Planning and Management

Acquire the latest methodologies and effective tools for successful project management

Measure and Report Project Performance

Develop and implement performance measures for project management in government

Reduce Project Failure Rates

Comply with OMB standards for cost, schedule, and performance

Cultivate and Develop Effective Project Management Skills

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

What You Will Learn

- OMB 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

Project Management

FOR GOVERNMENT

March 31-April 1, 2005
The Performance Institute
Arlington, VA

Receive CPE Credits and Meet New OMB Mandates for Project Management Certification and Earned Value Management!



Presented by:

The Performance Institute

Plan, Measure and Manage your Agency's Projects for Results!

www.PerformanceWeb.org

Project Management for Government

March 31-April 1, 2005 • Arlington, VA • The Performance Institute

PROGRAM AGENDA

Day One Agenda: March 31, 2005

9:00 Overview of Project Management Mandates and Methodologies
- Overview of federal, state and local trends
- Update on the Budget and Enforcement Act of 1990
- News about OMB Circulars

10:00 Step 1: Define Project Goals
- Select the level of staffing, resources, and management support required
- Assemble a project team and gain commitment on project objectives

11:00 Step 2: Assess Implementation Obstacles and Program Uncertainties
- Estimate time and costs and present a project plan to team members and stakeholders
- Conduct a thorough risk assessment
- Project and plan for project uncertainties

1:00 Step 2 Continued: Overcome Implementation Obstacles
- Diagnose employee resistance and create a successful action plan
- Discover critical techniques for anticipating and managing reaction

2:30 Step 3: Determine Project Activities
- Develop project objectives, clarify the scope and develop the project requirements

4:00 Adjourn

Day Two Agenda: April 1, 2005

9:00 Step 4: Define Schedules and Milestones
- Build a network of achievements
- Assign tasks to individuals within the work breakdown structure

10:00 Step 5: Determine Resources for Projects
- Lay out clear assignments for your team and a foundation for tracking actual results
- Win management support and obtain necessary resources

11:00 Step 6: Execute and Manage Projects
- Develop an effective schedule for the project within the availability constraints of your team members
- Monitor, document, and report project progress and problems

1:00 Step 7: Measure and Evaluate Project Performance
- Develop performance measures aligned to program results
- Deal with project uncertainties and handle the risk of performance management

2:00 CASE STUDY: Project Management Techniques
- Learn tips from the trenches for completing a project effectively, on time, and within budget

3:00 Effective Communications throughout the Project Life Cycle
- Develop meaningful relationships with stakeholders and management
- Explore practical strategies for integrating technology into your project management plan

4:00 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, The Government Project Assessment Window,* 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 **P438** when you register.

Venue and Hotel:

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 N. Courthouse Rd., Suite 600, Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at a discounted rate of $115 at the Quality Courthouse Hotel, located two blocks from the Performance Institute. Please mention Performance Institute to guarantee this rate and ask to be put in the main tower, which has been recently renovated. In addition, a limited number of discounted rooms are also available at the Hilton Crystal City at National Airport at a rate of $159, or if available, the prevailing government per diem rate. A complimentary shuttle is available both before and after the conference. Please call the hotel directly to make reservations and be sure to ask for the Performance Institute conference rate.

Quality Courthouse
1200 N. Courthouse Road
Arlington, VA 22201
Phone: 703-524-4000

Hilton Crystal City at Reagan National Airport
2399 Jefferson Davis Hwy
Arlington, VA 22202
Phone: 703-418-6800

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 contacting Melvin Hall at 703-894-0481 or Hall@PerformanceWeb.org. Be sure to reference program code **P438** 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.

CPE Credit:

Delivery Method: Group-live **Program Level:** Intermediate
Prerequisites None **Advanced Preparation:** None
CPE Credits: 12

The Performance Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417. Website: www.nasba.org

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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: P438-web

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METHOD OF PAYMENT

☐ Check ☐ Purchase Order/Training Form ☐ Credit Card

NAME ON CARD

CARD NUMBER EXPIRATION