

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>PMP® Exam Prep Boot Camp</b>	Length of Course (# of Hrs/Days):	
		4 Days – 35 Hrs	
Total Price of Course:	\$1450.00 Per Person	Minimum Number of Participants:	15
Commercial Price:	\$2450.00	Maximum Number of Participants:	50
Government Discount from the Commercial Price			41%
Price per each additional participant in excess of the minimum (if applicable)			\$1450.00

Description of course: This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. Also, learn methodologies for taking national tests. This course will follow the Project Management Institute’s nine knowledge areas of *PMBOK® Guide*.  
35 Hrs/PDU’s

**What You Receive**

- *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Third Edition*
- *Preparing for the PMP Certification Exam* by Michael Newell
- Course notebook
- Flash cards

**Course Objectives**

**5 process groups:**

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

**9 knowledge areas:**

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Professional and Social Responsibility
- Test-taking strategies and techniques
- Project Management definitions, process charts and formulas
- Practice exams, scenarios and activities

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Management Fundamentals</b>	Length of Course (# of Hrs/Days):	1 Day
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00

Description of course: This one-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 6.5 Hrs/PDU's

***Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.***

***Course Objectives:***

- Define the six step project management process
- Understand the project's life cycle
- Determine five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control and monitor project scope
- Summarize major areas to brainstorm
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a Work Breakdown Structure
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan
- Identify seven things which must be communicated in every project
- Assess how to crash a project
- Implement close down checklists and handoff procedures

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Procurement Management</b>	Length of Course (# of Hrs/Days):	1 Day
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00
<p><b>Course Description:</b> This one-day course is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day to day operations. This course will follow the Project Management Institute's nine knowledge areas of <i>PMBOK® Guide</i>. 6.5 PDU's</p> <p><b>Method of teaching:</b> <i>Students will use discussion, cases, and group activities to facilitate the course.</i></p> <p><b>Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Module</b></li> <li>• Contracting process</li> <li>• Understanding the different buying decisions</li> <li>• Understanding the different buying roles</li> <li>• Methods of contracting</li> <li>• Benefits of competition</li> <li>• Failure with competition</li> <li>• Noncompetitive contracting</li> <li>• Sealed bids</li> <li>• Simplified agreements</li> <li>• Contracting types</li> <li>• Time, material, hours</li> <li>• Value based pricing</li> <li>• Purchase orders</li> <li>• Fixed based pricing</li> <li>• Evaluating and awarding contracts</li> <li>• Creation of SOW</li> <li>• Creating specifics for a proposal</li> <li>• Managing proposals</li> <li>• Conducting a search for contract source</li> <li>• Creating a selection matrix</li> <li>• Documenting selection ratings</li> <li>• Selecting scoring criteria</li> <li>• Rating risk analysis of the proposal</li> <li>• Negotiation</li> <li>• Principles of negotiation</li> </ul>			

- Systems for successful negotiation
- Price and budgeting requirements
- Interpreting changes
- Termination of contracts
- Handling appeals, disagreements in contract
- Contract closeout planning
- Define project procurement management
- Define the six major processes of procurement management
- Detail the process of procurement planning
- Detail the process of solicitation planning
- Detail the process of solicitation
- Detail the process of source selection
- Detail the process of contract administration
- Detail the process of contract closeout

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Creating A Successful Project Business Case</b>	Length of Course (# of Hrs/Days):	1 Day
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00

**Course Description:** This intensive one-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 6.5 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define business case
- Identify purpose of a business case
- Define and detail project charter
- Define content areas of a business case
- Detail areas of document objectives, reasons, benefits and benefits realization
- Detail areas of timescale, costs and investment appraisal
- Define and detail sensitivity analysis
- Examine the building/creation of a business case
- Examine methods of developing a business case
- Examine different formats for a business case
- Examine business case templates
- Define business case review
- Examine questions to ask during a business case review
- Define inputs and outputs from a business case review
- Examine options after a business case review
- Identify levels of responsibility with a business case
- Analyze a business case example

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Proactive Communication and Interview Skills for Gathering Business Requirements</b>	Length of Course (# of Hrs/Days):	1 Day
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00

**Course Description:** This one-day course will focus on ways to use communication as a way to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. This course will follow the Project Management Institute’s nine knowledge areas of *PMBOK® Guide*. 6.5 Hrs/PDU’s

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Discuss how to gain understanding
- Analyze communication styles
- Develop ways to increase understanding
- Break down what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common
- Detail characteristics of a poor listener
- Predict obstacles of listening
- Discuss caution signs that a disagreement is turning into a conflict
- Create questions which explore the customer’s desires and requirements
- Identify ways of asking questions which open up communication
- Explore feedback techniques for clarifying the real message being given from the customer
- Determine which follow up questions will detail the expressed wishes of the customer
- Analyze the interview data and determine true requirements of the customer
- Develop a sequence of questions which encourages customers to give information freely
- Evaluate the best feedback technique to use in mirroring the requirements back to the customer for approval
- Analyze interview skills that will give insight into any project
- Discuss which areas to brainstorm when doing a client project
- Brainstorm how to set project objectives that are measurable and realistic
- Discuss collecting data and information
- Analyze the best skills and personnel needed to successfully fulfill this project
- Evaluate ways to create a project plan, set expectations, and monitor progress

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Cost Management</b>	Length of Course (# of Hrs/Days):	
		1 Day	
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00

**Course Description:** This one-day course focuses on basic cost management theories and techniques. Learn how to give value to the customer beyond cost. Discuss ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 6.5 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Budgeting basics
- Estimating techniques
- Pre-estimating process
- Constraint estimating
- Team design
- Expert estimating
- Cost projections
- Creative steps to estimating
- Detailing the problem
- Estimating the initial cost
- Constraints which impact cost
- Cost control systems
- Cost estimate basics
- Types of estimates
- Figuring ROI on your project
- Allocating costs
- Handling emergencies
- Unplanned work
- Scope creep
- Scope change
- Estimate is too high
- Getting it back on budget
- Define the processes of project cost management
- Detail the process of resource planning
- Detail the process of cost estimating
- Detail the process of cost budgeting
- Detail the process of cost control

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Procurement Management</b>	Length of Course (# of Hrs/Days):	1 Day
Total Price of Course:	\$3675.00	Minimum Number of Participants:	5
Commercial Price:	\$5500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			33%
Price per each additional participant in excess of the minimum (if applicable)			\$147.00

**Course Description:** This one-day course is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day to day operations. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 6.5 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Contracting process
- Understanding the different buying roles
- Methods of contracting
- Benefits of competition
- Contracting types
- Time, material, hours
- Value based pricing
- Purchase orders
- Fixed based pricing
- Evaluating and awarding contracts
- Conducting a search for contract source
- Creating a selection matrix
- Documenting selection ratings
- Selecting scoring criteria
- Rating risk analysis of the proposal
- Principles of negotiation
- Systems for successful negotiation
- Interpreting changes
- Handling appeals, disagreements in contract
- Contract closeout planning
- Define project procurement management
- Define the six major processes of procurement management
- Detail the process of procurement planning
- Detail the process of solicitation planning
- Detail the process of solicitation
- Detail the process of source selection
- Detail the process of contract administration
- Detail the process of contract closeout

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Creating A Successful Project Business Case</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This intensive two-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define business case
- Identify purpose of a business case
- Examine the relationship between organizational strategy and the business case
- Define and detail project charter
- Define content areas of a business case
- Detail areas of document objectives, reasons, benefits and benefits realization
- Detail areas of timescale, costs and investment appraisal
- Define and detail sensitivity analysis
- Define estimating concepts and detail four models of estimating
- Define and detail project data collection
- Examine hard and soft data
- Examine strategies for converting data to monetary values
- Detail five steps to converting data to monetary values
- Define and detail return on investment (ROI)
- Define and detail benefit/cost ratio, payback period, net present value, internal rate of return
- Examine the building/creation of a business case
- Examine methods of developing a business case
- Examine different formats for a business case
- Examine business case templates
- Define business case review
- Examine questions to ask during a business case review
- Define inputs and outputs from a business case review
- Examine options after a business case review
- Identify levels of responsibility with a business case
- Analyze a business case example
- Detail the process of contract closeout

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Change Management: How To Implement, Track, and Control Project Changes</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day seminar will show you how to implement, track and control changes to your project. This seminar focuses on ways to reduce the uncertainty of project changes. Learn how to analyze each change while developing processes, tools and techniques which can be used immediately. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

**Course Objectives:**

- Discuss the definition of change
- Identify proactive and reactive characteristics
- Analyze why people resist change
- Examine four types of change
- Examine five roles of change agents
- Examine the drivers of change
- Classify the roadblocks to change
- Identify three areas that impact change in people
- Assess five new focuses from change
- Examine six ways fear hinders change
- Examine seven qualities of a paralyzed state
- Identify eight factors that determine a person's viewpoint
- Compare four ways people respond to change
- Discuss when to create change quickly or gradually
- Formulate a checklist to help determine resistance
- Identify how to deal with setbacks
- Create a strategy for change
- Conduct a force field analysis
- Create an action plan
- Compare change control to change management
- Discuss what is included in integrated change control
- Explain tools for integrated change control
- Discuss the benefits for written change requests
- Examine schedule changes

- Examine procurement changes
- Examine contract change control
- Examine scope change control
- Examine cost change control
- Create change management processes
- Discuss sources of change
- Create change due to corrective actions
- Create change due to preventative actions
- Discuss how to monitor and verify changes have been completed
- Discuss change authorization policies
- Create a strategy for examining risk after change approval
- Analyze the roles and responsibilities of change control board
- Brainstorm the benefits of documentation in various situations
- Analyze the impact of change
- Define change control board
- Compare positive and negative change control boards
- Discuss who should be on the change control board
- Create an internal process to work with change control board
- Discuss best practices for change control board

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Communication Management</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner as well as proper usage of words and language for influencing project stakeholders. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Analyze the value of project interviews
- Identify perception
- Examine what impacts project perception
- Compare reducing perception differences
- Demonstrate what to do when you mess up
- Analyze communication styles
- Develop ways to increase understanding
- Compare kinds of project communication
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common
- Evaluate verbal softeners
- Detail characteristics of a poor listener
- Predict obstacles of listening during projects
- Define project management's role in project meetings
- Describe ingredients of effective project meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback
- Understand techniques for disagreeing
- Discuss caution signs that a disagreement is turning into a conflict
- Formulate seven stages of intergroup conflict in project teams
- Describe ways to reduce intergroup conflict in project meetings
- Define project communication management
- Define the four major processes in project communication management
- Detail the process of project communication planning
- Detail the process of project information distribution
- Detail the process of project performance reporting
- Detail the process of administrative closure

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Human Resource Management: How To Staff A Project Team</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course will focus on planning for human resource needs. It is filled with behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This course will also include issues such as conflict. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define the three major processes of project human resources
- Detail the process of organizational planning
- Detail the process of staff acquisition
- Detail the process of team development
- Analyze job responsibilities
- Discuss priority checklist
- Assess modern day accountability myths
- Evaluate how to coach project team toward success
- Equip workers with new skills
- Develop a Mission Statement and Vision
- Identify vision through leadership
- Explain tough-minded leadership
- Contrast different change strategies
- Classify why project teams block change
- Choose ways to reduce project team resistance
- Evaluate changes which support goals
- Develop core values
- Define ways to equip and empower
- Analyze two types of motivation within a project team
- Analyze the disciplining of project team members and ways for changing behavior
- Identify how to track project team members
- Discuss values of successful coaching of project teams
- Compare levels of group conflict
- Analyze techniques people use to avoid issues
- Understand seven stages of group conflict
- Compare ways to confront others while helping them save face
- Examine confrontation techniques

- Review assertiveness techniques
- Apply facilitation skills for allowing everyone to be heard
- Discuss the facilitator's responsibilities
- Create questions to guide others through the process
- Analyze ways to prevent arguing
- Detail the process of project information distribution
- Detail the process of project performance reporting
- Detail the process of administrative closure

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Monitoring, Evaluation and Oversight</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course examines how to establish processes and evaluation techniques for auditing project solutions. You will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course also focuses on establishing process improvements in the maintaining of oversight procedures. You are able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze and optimize project performance. Explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define what is project oversight and why it is needed in organizations
- Establish evaluation processes and procedures
- Evaluate current hindrances facing organizations when conducting oversight
- Analyze various ways of setting standards and measurements for projects
- Determine project metrics and requirements
- Explore benchmarking techniques
- Develop methods to evaluate projects you did not create or conduct work
- Discuss models of successful evaluation
- Examine data collection methods, formats and data analysis
- Explore ways to measure skills and knowledge
- Analyze how to calculate and interpret ROI
- Identify application and implementation costs
- Discuss forecasting methods
- Examine project planning audit
- Examine project performance audit
- Examine project resource audit
- Compare technology audits
- Examine customer acceptance audit
- Discuss vendor-contractor audits
- Create evaluation reports that impact the organization in a positive way
- Discuss methods for making recommendations which encourage rather than disrespect
- Discuss recovery assessment processes
- Examine recovery indicators
- Examine a project recovery plan

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Performance Management</b>	Length of Course (# of Hrs/Days):	2 Day
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course focuses on developing strategies for tracking performance in project teams. This course examines issues such as benchmarking, performance, and establishing a gap between desired project performance and preferred performance. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Discuss advantages of performance management
- Identify performance needs
- Match performance to project directives
- Analyze ways to communicate performance expectations in every project
- Define ways in discovering the performance gap
- Classify benchmarking techniques of present performance
- Discuss training and the performance gap
- Examine questions to ask in determining project performance
- Explore how to break down project performance into understandable steps
- Define how to map the performance map
- Review monitoring of project performance indicators
- Show how to link operational goals to project performance
- Analyze mentoring roles in advancing project performance
- Examine the impact of incorporating best practices in project performance
- Evaluate how to create a project performance results matrix
- Establish a project performance development plan to transition team members toward peak performance

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Quality Management</b>	Length of Course (# of Hrs/Days):	
		2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** In this two-day course, participants focus on additional planning of the project while examining issues such as how to keep continuous improvement, symptoms of quality concerns, and how to maintain quality throughout the project. In addition, study techniques and theories taught by Drs. Deming and Juran as foundations for implementing new quality plans. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define quality for today's projects
- Identify a prevention mentality rather than a reactive one
- Evaluate data that must be analyzed
- Set guidelines for executing continuous quality through the project
- Examine continuous process improvement for project processes
- Break down rules for continuous improvement
- Analyze where continuous improvement can help
- Discuss symptoms of quality concerns in past and future projects
- Design a continuous improvement for the project team's concern
- Judge ways to reduce resistance from organizational culture
- Compare roadblocks to continuous improvement and quality initiative
- Predict characteristics to the cost of quality in projects
- Choose techniques for involving co-workers
- Evaluate Deming's seven deadly diseases
- Blend Juran's six-step approach to quality
- Record steps for creating a quality action plan in projects
- Explore implementation of the quality action plan
- Examine ways of monitoring the quality action plan
- Identify the strengths and weaknesses of Gantt charting
- Discuss the strengths and weaknesses of CPM charting
- Define project quality management
- Define the three major processes of project quality management
- Detail the process of quality planning
- Detail the process of quality assurance
- Detail the process of quality control

### ***Problem Solving Module***

- Classify who should be on the problem solving team
- Evaluate why participation helps solve the problem faster
- Discuss benefits of problem solving analysis in projects
- Review what influences the problem solving experience in projects
- Define the problem solving processes for successful projects
- Assess the resources needed to fulfill the problem-solving plan
- Examine creative solutions in solving project plans
- Compare what to do if you inherit a goofy solution
- Conduct a SWOT Analysis
- Evaluate the four steps to Force Field Analysis
- Discuss the benefits of Force Field Analysis
- Define contingency planning and examine the crisis correctly
- Evaluate how to implement the solution
- Discuss seven keys to problem solving implementation
- Identify the seven reasons for implementation failure

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Quality Assurance Monitoring and Auditing</b>	Length of Course (# of Hrs/Days):	
		2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** In this two-day course participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran are included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.  
13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Examine continuous process improvement for project processes
- Discuss five key checkpoints for quality management
- Analyze the mainline quality and monitoring processes
- Analyze the specific actions to improve quality
- Explore quantitative measurements
- Examine the six general types of cost
- Evaluate Deming's 14 points to maintaining quality
- Identify Juran's 10 symptoms to quality problems
- Analyze the tools for quality control
- Define the three major processes of project quality management
- Explore the process of quality assurance
- Detail the nine C's of quality
- Evaluate the four steps to Force Field Analysis
- Discuss seven keys to problem solving implementation
- Examine benefits of project auditing
- Analyze project performance audit
- Examine customer acceptance audit
- Discuss methods for making recommendations
- Explore recording techniques for making recommendations
- Establish project audit performance points
- Discuss recovery assessment process and model
- Examine recovery indicators
- Examine a project recovery plan
- Discuss recovery lessons learned

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Risk Management</b>	Length of Course (# of Hrs/Days):	
		2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course teaches participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course examines risk identification, risk communication, and risk planning. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.  
13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Definition of risk
- Sources of risk
- Risk management
- Conducting risk analysis
- Techniques to confronting risk
- Ranking
- Scenario
- Statistical process control
- Risk turmoil
- Performance risk
- System and process risk
- Data gathering
- Evaluating plans
- Facilitation of brainstorming sessions
- Managing risk plans
- Transferring risk
- Monitoring risk
- Special response team
- Risk trade off
- Define the six major processes of risk management
- Detail the process of risk management planning
- Detail the process of risk identification
- Detail the process of qualitative risk analysis
- Detail the process of quantitative risk analysis
- Detail the process of risk response planning
- Detail the process of risk monitoring and control

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Scope Management</b>	Length of Course (# of Hrs/Days):	
		2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** In this two-day course, participants focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course insures the ability to detail the scope, and deliverables, as well as how to handle changes to the scope. This course also includes project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Create scope requirement for project
- Interview the client
- Defining the work
- Create a Work Breakdown Structure
- Schedule issues
- Schedule for multiple projects
- Schedule for individual projects
- Set and create a critical path
- Schedule changes and adjustments
- Control the schedule
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a Work Breakdown Structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays
- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Time Management</b>	Length of Course (# of Hrs/Days):	
		2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00

**Course Description:** This two-day course will take into account ways to plan and schedule time as well as individual issues that affect productivity. Learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 13 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Discuss myths and realities of time management
- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life
- Review qualities of time management
- Define guidelines of time management
- Evaluate causes of procrastination
- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Write goals to help budget your time
- Evaluate the four D's in managing time more effectively
- Select ways to say "No"
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paper work
- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings
- Formulate time tips on personal habits
- Evaluate how to organize yourself
- Define time management processes
- Detail the time management process of activity definition
- Detail the time management process of activity sequencing
- Detail the time management process of activity duration estimating
- Detail the time management process of schedule development
- Detail the time management process of schedule control

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Successful Negotiation in a Project Management Environment</b>	Length of Course (# of Hrs/Days): 2 Day	
Total Price of Course:	\$6475.00	Minimum Number of Participants:	5
Commercial Price:	\$9300.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			31%
Price per each additional participant in excess of the minimum (if applicable)			\$259.00
<p><b>Course Description:</b> This highly interactive 2-day course examines the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow the Project Management Institute's nine knowledge areas of <i>PMBOK® Guide</i>. 13 PDU's</p> <p><b>Method of teaching:</b> <i>Students will use discussion, cases, and group activities to facilitate the course.</i></p> <p><b>Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define negotiation</li> <li>• Identify the benefits of negotiations</li> <li>• Define and detail negotiating skills for project managers</li> <li>• Define and detail negotiations in projects including interpersonal negotiations and contract negotiations</li> <li>• Detail the negotiation process</li> <li>• List and examine negotiation strategies</li> <li>• Learn preparation techniques for negotiation</li> <li>• Learn how to lead the negotiation process</li> <li>• Learn how to deal with the other party's negative tactics</li> <li>• Learn how to align the support of others before, during and after the negotiation</li> <li>• Identify communication skills needed for successful negotiation</li> <li>• Analyze win-win negotiations</li> <li>• Create strategies for controlling conflict in negotiation</li> <li>• Learn negotiating to resolve conflict</li> <li>• Learn how to negotiate with your project team</li> <li>• Learn negotiation skills for purchasing</li> <li>• Examine how to use BAFO to your advantage</li> </ul>			

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Mastering Project Management</b>	Length of Course (# of Hrs/Days):	3 Day
Total Price of Course:	\$8000.00	Minimum Number of Participants:	5
Commercial Price:	\$10,500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			24%
Price per each additional participant in excess of the minimum (if applicable)			\$320.00

**Course Description:** This intensive three-day course includes applicable hands-on activities and team exercises which will reinforce project management core competencies. This will provide the participants with the ability to move their project management knowledge and skill level higher with techniques to run projects faster and more effectively. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 19.5 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define the six step project management process
- Understand the project's life cycle
- Determine five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Summarize major areas to brainstorm
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a Work Breakdown Structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays
- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan

- Identify seven things which must be communicated in every project
- Review who should be communicated to
- Evaluate the results of poor communication
- Identify a checklist for team meetings
- Analyze signs of poor updates
- Describe ways to communicate bad news
- Classify how to manage the project through influence rather than power
- Summarize danger signals to watch
- Assess how to crash a project
- Implement close down checklists and handoff procedures
- Identify phase out of the project
- Conduct a postmortem
- Detail the time management process of schedule control

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Integration Management</b>	Length of Course (# of Hrs/Days):	3 Day
Total Price of Course:	\$8000.00	Minimum Number of Participants:	5
Commercial Price:	\$10,500.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			24%
Price per each additional participant in excess of the minimum (if applicable)			\$320.00

**Course Description:** This intensive three-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. 19.5 Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Objectives:**

- Define the six step project management process
- Understand the project's life cycle
- Determine five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Summarize major areas to brainstorm
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a WBS, work breakdown structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays

- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan
- Identify seven things which must be communicated in every project
- Review who should be communicated to
- Evaluate the results of poor communication
- Identify a checklist for team meetings
- Analyze signs of poor updates
- Describe ways to communicate bad news
- Classify how to manage the project through influence rather than power
- Summarize danger signals to watch
- Assess how to crash a project
- Implement close down checklists and handoff procedures
- Identify phase out of the project
- Conduct a postmortem
- Examine the integration process in project management
- Examine integration skills needed by the project manager
- Define the three major processes in project integration
- Detail the integration process of project plan development
- Detail the integration process of project plan execution
- Detail the integration process of project change control

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Management I Initiating, Planning, Integrating and Staffing</b>	Length of Course (# of Hrs/Days): 4.5 Days	
Total Price of Course:	\$10,500.00	Minimum Number of Participants:	5
Commercial Price:	\$15,000.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			30%
Price per each additional participant in excess of the minimum (if applicable)			\$420.00

**Course Description:** Part 1 of 3 part series: Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course is on scheduling, creating a work breakdown structure and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with the Project Management Institute's nine knowledge areas of PMBOK. 30. Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Description:**

**Initiating and Planning**

- Define the six step project management process
- Understand the project's life cycle
- Determine five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Summarize major areas to brainstorm
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a WBS, work breakdown structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays

- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan

### ***Communication Module***

- Analyze the value of project interviews
- Identify perception
- Examine what impacts project perception
- Discuss how to gain understanding
- Demonstrate what to do when you mess up
- Analyze communication styles
- Develop ways to increase understanding
- Compare kinds of project communication
- Break down what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common
- Predict obstacles of listening during projects
- Define project management's role in project meetings
- Describe ingredients of effective project meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback
- Understand techniques for disagreeing
- Discuss caution signs that a disagreement is turning into a conflict
- Describe ways to reduce intergroup conflict in project meetings
- Examine communication requirements
- Identify communication processes
- Create communication plan for standard project

### ***Project Integration Management***

- Examine the integration process in project management
- Examine integration skills needed by the project manager
- Define the three major processes in project integration
- Detail the integration process of project plan development
- Detail the integration process of project plan execution
- Detail the integration process of project change control

### ***Project Facilitation Module***

- Discuss the definition of project facilitation
- Brainstorm benefits of facilitation and how it will help your organization
- Discuss facilitation mess-ups during projects
- Examine the creation and usage of a code of conduct for the session
- Select core duties which facilitators must do before, during and after a facilitation session
- Discuss best practices for setting meeting objectives and goals
- Analyze body language and tone of voice which individuals use to communicate
- Brainstorm ways to clarify body language of others
- Discuss five useful ways for brainstorming during projects

- Analyze the proper usage of questions to engage the audience
- Formulate paraphrasing techniques for clarifying the meaning and message of others
- Compare different ways to use probing, bridging and redirecting skills
- Discuss the positives of having a devils advocate in project teams
- Examine professional ways to handle the negative participant
- Analyze assertiveness techniques to be used by facilitators
- Formulate a standard preparation plan for starting facilitation
- Brainstorm the role and functions of a recorder in project teams
- Discuss best practices for the recorder and creating minutes for determined actions
- Design rules for when using a buddy system during a facilitation session
- Analyze tactics for handling resistance in project meetings
- Evaluate the impact of conflict to the participants
- Examine best ways to be prepared for facilitation sessions
- Discuss best practices for ending a facilitation session

### ***Project Time Management Module***

- Discuss myths and realities of time management
- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life
- Review qualities of time management
- Define guidelines of time management
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Write goals to help budget your time
- Evaluate the four D's in managing time more effectively
- Select ways to say "No"
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings.

### ***Managing Team Module***

- Analyze job responsibilities
- Discuss a priority checklist
- Assess modern day accountability myths
- Evaluate how to coach the project team toward success
- Equip workers with new skills
- Identify vision through leadership
- Contrast different change strategies
- Classify why project teams block change
- Choose ways to reduce project team resistance
- Evaluate changes which support goals
- Develop core values
- Explore strategies for creating trust
- Define ways to equip and empower

- Describe requirements for being an overcomer on project teams
- Analyze two types of motivation within a project team
- Examine ways to align motivational techniques to workers
- Analyze the disciplining of project team members and ways for changing behavior
- Identify how to track project team members
- Discuss values of successful coaching of project teams
- Analyze common coaching mistakes of project teams

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Management II Budgeting, Quality, Change, Risk and Start-Up</b>	Length of Course (# of Hrs/Days): 4.5 Days	
Total Price of Course:	\$10,500.00	Minimum Number of Participants:	5
Commercial Price:	\$15,000.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			30%
Price per each additional participant in excess of the minimum (if applicable)			\$420.00

**Course Description: Part 2 of 3 part series:** Participants focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase II, when planning the budget, quality and risk are aligned with the Project Management Institute's nine knowledge areas of PMBOK.

30. Hrs/PDU's

**Method of teaching:** Students will use discussion, cases, and group activities to facilitate the course.

**Course Description:**

**Budgeting, Quality, Change, Risk and Start-up**

- Identify quality processes which maintain high quality
- Review the Deming ideas on quality
- Evaluate ways to calculate cost
- Create a risk identification matrix
- Describe ways reduce risk
- Analyze ideas on maintaining high quality
- Identify change processes and procedures
- Examine change control systems

**Quality Module**

- Compare old and new philosophies in project management
- Define quality for today's projects
- Identify a prevention mentality rather than a reactive one
- Evaluate data that must be analyzed
- Set guidelines for executing continuous quality through the project
- Examine continuous process improvement for project processes
- Break down rules for continuous improvement
- Analyze where continuous improvement can help
- Discuss symptoms of quality concerns in past and future projects
- Design a continuous improvement project team's concern
- Judge ways to reduce resistance from organizational culture
- Compare roadblocks to continuous improvement and quality initiative
- Predict characteristics to the cost of quality in projects

- Choose techniques for involving co-workers
- Evaluate Deming's seven deadly diseases
- Blend Juran's six-step approach to quality
- Record steps for creating a quality action plan in projects
- Explore implementation of the quality action plan
- Examine ways of monitoring the quality action plan
- Identify the strengths and weaknesses of Gantt charting
- Discuss the strengths and weaknesses of CPM charting

### ***Project Cost Management***

- Budgeting basics
- Estimating techniques
- Pre-estimating process
- Constraint estimating
- Expert estimating
- Cost projections
- Detailing the problem
- Estimating the initial cost
- Figuring ROI on your project
- Define the processes of project cost management
- Detail the process of resource planning
- Detail the process of cost estimating
- Detail the process of cost budgeting
- Detail the process of cost control

### ***Project Risk Management***

- Definition of risk
- Sources of risk
- Risk management
- Conducting risk analysis
- Techniques to confronting risk
- Ranking
- Performance risk
- System risk
- Process risk
- Transferring risk
- Define risk management
- Define the six major processes of risk management
- Detail the process of risk management planning
- Detail the process of risk identification
- Detail the process of qualitative risk analysis
- Detail the process of quantitative risk analysis
- Detail the process of risk response planning
- Detail the process of risk monitoring and control

### ***Problem Solving Module***

- Classify who should be on the problem solving team
- Evaluate why participation helps solve the problem faster
- Discuss benefits of problem solving analysis in projects
- Review what influences the problem solving experience in projects
- Define the problem solving processes for successful projects
- Assess the resources needed to fulfill the problem solving plan
- Examine creative solutions in solving project plans
- Compare what to do if you inherit a goofy solution
- Conduct a SWOT Analysis
- Evaluate the four steps to Force Field Analysis
- Discuss the benefits of Force Field Analysis
- Define contingency planning and examine the crisis correctly
- Evaluate how to implement the solution
- Discuss 7 keys to problem solving implementation
- Identify the 7 reasons for implementation failure

### ***Change Module***

- Discuss the definition of change
- Analyze why people resist change
- Evaluate 4 types of change
- Examine 5 roles of change agents
- Explain the drivers of change
- Assess 5 new focuses from change
- Understand 6 ways fear hinders change
- Evaluate 7 qualities of a paralyzed state
- Evaluate when to create change quickly or gradually
- Formulate a checklist to help determine resistance
- Identify how to deal with setbacks
- Create a strategy for change
- Conduct a force field analysis
- Create an action plan
- Compare change control to change management
- Discuss what is included in integrated change control
- Explain tools for integrated change control
- Examine schedule changes
- Examine scope change control
- Examine cost change control
- Create change management processes
- Create change due to corrective actions
- Create change due to preventative actions
- Discuss how to monitor and verify changes have been completed
- Discuss change authorization policies
- Analyze the impact of change
- Define change control board
- Discuss best practices for change control board

**SCHEDULE OF TRAINING COURSES (Prepare one for each firm fixed price course offered)**

(Course Price Data Sheet)

Title of Course:	<b>Project Management III Project Execution, Monitoring and Close Down</b>	Length of Course (# of Hrs/Days): 4.5 Days	
Total Price of Course:	\$10,500.00	Minimum Number of Participants:	5
Commercial Price:	\$15,000.00	Maximum Number of Participants:	25
Government Discount from the Commercial Price			30%
Price per each additional participant in excess of the minimum (if applicable)			\$420.00

**Course Description: Part 3 of 3 part series:** Participants will focus on monitoring and executing the project while moving into the close down phase of the project. Additional focus will be on delivering quality customer service and value, regardless if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase III is aligned with the Project Management Institute's nine knowledge areas of PMBOK.  
30. Hrs/PDU's

**Method of teaching:** *Students will use discussion, cases, and group activities to facilitate the course.*

**Course Description:**

- Describe ways to execution and monitor the project process
- Classify how to manage the project and negotiate various agreements
- Summarize execution dangers to consider
- Design performance methods for tracking and monitoring
- Examine high conflict considerations
- Assess how to procure vendors for a project
- Implement close down checklists and handoff procedures
- Conduct a postmortem and lessons learned

**Execution Module**

- Discuss the benefits of execution
- Analyze a project execution methodology
- Identify the 7 executing processes
- Assess the influences of managing in execution
- Review the hindrances to project execution
- Analyze escalation processes and policies

**Negotiation Module**

- Analyze the benefits of negotiations
- Examine killer mistakes in negotiations
- Evaluate 3 ways of bargaining
- Discuss the 3 views of preparation
- Identify techniques for personal preparation
- Assess preparation techniques to counter your opponent

- Design and arrange the first session
- Review how and why to set parameters in project negotiations
- Classify techniques for handling emotionally charged issues
- Identify standard negotiation funneling practices
- Design questions that benefit your position while working on projects
- Discuss words to use in the questions for greater impact
- Analyze barriers to overcome during negotiations
- Identify guidelines for examining the opponent's position
- Evaluate research techniques for checking out the opponent
- Examine ways to overcome price objections in project resources
- Discuss the benefits of reinforcing price before negotiations
- Analyze standard negotiation strategies
- Identify techniques to use to follow up after the deal is made

### ***Customer Service Module***

- Compare customer expectations to customer deliverables
- Define customer service for both internal and external customers in projects
- Evaluate customer expectations for projects
- Break down top customer complaints
- Identify how to build credibility with customers
- Assess how to bond with customers
- Choose distinct connections every customer must receive
- Understand unspoken signals which distort communication
- Understand how to put active listening to work
- Select ways for handling problem customers
- Review methods for calming down irate customers
- Discuss feedback systems that work in projects
- Measure warning signals that customer service is dying
- Identify 5 ways to improve your customer service in every project

### ***Performance Module***

- Discuss advantages of performance management
- Identify performance needs
- Match performance to project directives
- Classify benchmarking techniques of present performance
- Discuss training and the performance gap
- Examine questions to ask in determining project performance
- Explore how to break down project performance into understandable steps
- Review monitoring of project performance indicators
- Show how to link operational goals to project performance
- Analyze mentoring roles in advancing project performance
- Examine the impact of incorporating best practices in project performance
- Evaluate how to create a project performance results matrix
- Establish a project performance development plan to transition team members toward peak performance

### ***Conflict Module***

- Discuss the positive side of conflict
- Define conflict
- Analyze 8 most common times for conflict
- Identify 6 reasons for conflict among workers
- Utilize rules for handling anger
- Create action plans for quick resolution
- Analyze hostility and how it surfaces
- Examine how to handle personal and professional hostility
- Compare levels of group conflict
- Discuss hedge words people use to distort communication
- Analyze techniques people use to avoid issues
- Create a code of conduct for controlling a resolution meeting
- Compare ways to confront others while helping them save face
- Examine confrontation techniques

### ***Procurement Module***

- Contracting process
- Methods of contracting
- Contracting types
- Evaluating and awarding contracts
- Conducting a search for contract source
- Price and budgeting requirements
- Interpreting changes
- Termination of contracts
- Handling appeals, disagreements in contract
- Contract closeout planning