



# Real World Project Management

## How to Master the Skills that Keep Projects on Track

**Tuesday, May 20, 2008**

**8:30 AM–4:00 PM**

**California State University, Chico**

Hosted by

Human Resources

California State University, Chico

## Are your projects coming in past deadline and over budget?

Project managers are considered successful when they deliver a quality project on time and within budget. This seminar will not only save hundreds of hours of frustration, but also increase the success of every project. You will gain from our expert's considerable experience and extensive research. Multiple techniques will become part of your skill base to implement quality planning, effective visual tracking, thorough monitoring, and skillful teambuilding. In fact, if you leave this seminar unchanged, we'll be shocked.

Much like a sea captain, the project manager needs a fully functioning, dedicated, knowledgeable crew to sail successfully through challenging and narrow passages in the eye of a storm. The project manager's crew—i.e., the project team—is responsible for performing specific tasks to remain on course. This seminar will give you a set of tools needed to build morale, confidence, and respect in every team member. In addition, you will be given techniques to reinforce your team's leadership skills in decision-making, quality mentoring, coaching, and cheerleading.



Imagine  
your projects

**on time!**

**on budget!**

**on target!**



### **Systemwide Professional Development**

Vice Chancellor for Human Resources  
California State University  
401 Golden Shore  
Long Beach, CA 90802  
[www.TheSource.calstate.edu](http://www.TheSource.calstate.edu)

## Who will benefit...

- \* New project managers
- \* Experienced project managers
- \* Prospective project managers
- \* Executives
- \* Managers
- \* Supervisors
- \* Team leaders
- \* Team members

## Key learning points...

- \* Master the art of project planning and organize a project from start to finish
- \* Succeed in managing a project without omissions and miscalculations
- \* Use proven communication skills to get the cooperation, support, and resources needed
- \* Root out waste in every stage of the project—wasted time, money, and effort that endanger a project's success
- \* Identify and use indispensable planning and scheduling tools
- \* Estimate time and costs with pinpoint accuracy using a 3-point approach that reduces the risk of costly delays and errors

## As a result of this seminar...

- \* Projects will launch on time, remaining on target and on budget
- \* Members of the team will integrate their talents, and morale will be high for everyone
- \* Teams will be comfortable with the GANTT, PERT, and CPM techniques

# Seminar Agenda

## Fundamentals of Project Management

- \* Understanding the Project Life Cycle
- \* 10 reasons why some projects fail and 7 reasons why projects succeed!
- \* Getting organized—how to plan for project effectiveness and set realistic goals
- \* How to identify and work with the “Triple Constraints”—a powerful tool for goal setting!
- \* The 5-point success blueprint of expert project managers—discover why some project managers are far more effective than others
- \* Removing the mystery and complexity from on-time/on-budget performance: insightful tips from master project planners that you can use every day

## Plan Your Project

- \* Preparing the Work Breakdown Structure—how to measure results from the project's beginning point
- \* Utilize Dependency Sequencing to create a logical task flow
- \* Task Analysis and other fail-safe planning formulas that put “first things first” and avoid scheduling conflict later in the project
- \* 18 more ways to get better estimates for your task analysis
- \* 4 key advantages of computers and the 3 dangers you must avoid
- \* How to determine if the use of computers will significantly benefit your project
- \* Use a 6-step checklist to evaluate computer software options
- \* How to simplify every kind of project with PERT, CPM, and GANTT charting techniques.
- \* 5 ways you can use Critical Path Analysis to improve project control

## Manage Your Project

- \* Control your project using graphic reporting techniques
- \* Regain control of a project behind schedule with specific steps you can take
- \* Successfully manage multiple projects using GANTT, PERT, and CPM techniques
- \* Identify common project problems and possible solutions

## Real World Management

- \* The Winning Team Model: 6 critical steps essential to leading a project team to success
- \* The analysis of the structure and makeup of your project team for more precise planning
- \* Avoid delays and scheduling problems by assessing each team member's physical location, roles, and responsibilities
- \* How to play ethical office politics—and win!
- \* 6 steps to political and project success

# How Much Do You Know About Project Management?

**Which of the following is a tool used to secure expert judgment?**

- A Peer Review
- B Delphi Technique
- C Expected value technique
- D Work Breakdown Structure (WBS)

**What should be done by the project manager to ensure that all work in the project is included?**

- A Create a contingency plan
- B Create a risk management plan
- C Create a WBS
- D Create a scope statement

**If the cost variance is positive and the schedule variance is also positive, then it indicates that ...**

- A Project is under budget and behind schedule
- B Project is over budget and behind schedule
- C Project is under budget and ahead of schedule
- D Project is over budget and ahead of schedule

**Which of the following provides the foundation for team development?**

- A Motivation
- B Organizational development
- C Conflict management
- D Individual development

**Once the project is complete, the complete set of project records should be put in which of the following?**

- A Project archives
- B Database
- C Storage room
- D Project report

**What kind of a relationship is implied when completion of**

**a successor is dependent on initiation of its predecessor?**

- A FS
- B FF
- C SS
- D SF

**What should a project manager do or follow to ensure clear boundaries for project completion?**

- A Scope verification
- B Completing a scope statement
- C Scope definition
- D Risk management plan

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- B Delphi technique is a commonly used tool to secure expert judgment while initiating a project.
  - C A WBS is a deliverable-oriented grouping of project components that organizes and defines the total scope of the project.
  - A Positive Schedule Variance means the project is ahead of schedule; Negative Cost Variance means the project is over budget.
  - D Individual development (managerial and technical) is the foundation of a team.
  - A Project records should be prepared for archiving by the appropriate parties.
  - D A start-to-finish (SF) relationship between two activities implies that the completion of a successor is dependent on the initiation of its predecessor.
  - B The project team must complete a scope statement for developing a common understanding of the project scope among stakeholders. — This lists project deliverables — summary level sub-products, whose full and satisfactory delivery marks the completion of the project.

## About Your Instructor

### John A. Ross

For organizations struggling with the idea of waiting for “someday” and the success that comes with it, John inspires them to be proactive and make someday happen “today.” He encourages individuals to create goals for themselves and gives them the techniques they need to do what it takes to achieve them.

Your knowledgeable and personable trainer, John creates a relaxed environment where participants can feel free to ask questions and gain further clarification on any idea he shares. He gives attendees practical information and straight-forward, proven examples of how implement new skills can benefit them in their personal and professional lives. He also motivates participants and encourages them to continue their learning experience outside the course with recommended materials.

John has a Bachelor of Science degree in communications with a minor in business management from Montana State University in Bozeman. He has also completed coursework in business and management administration from Stanford University Business School and holds a certification for Neuro Linguistic Programming from the Association for NLP.

## How to Register

Complete your registration and payment online, 24 hours a day, 7 days a week. It's the easiest, quickest, and only way to register. Go to [www.TheSource.calstate.edu](http://www.TheSource.calstate.edu) >Seminar Registration and take the link directly to the registration input page. You will need a form of payment at the time of registration.

## Course Information

**DATE & TIME:** Tuesday, May 20, 2008; 8:30 a.m. -4:00 p.m.

**LOCATION:** CSU, Chico, 400 W. First Street, Bell Memorial Union Auditorium, Chico, CA

**MEALS:** Beverages provided; lunch on your own

**EARLY REGISTRATION FEE:** \$199 (if registered before midnight May 11th)

**STANDARD REGISTRATION FEE:** \$209 (after May 11th)

**CHICO EMPLOYEE FEE:** \$179 (Hosting campus registration fee is available to Chico employees only.)

## Payment Options

Online transactions can be paid with credit card, purchase order or check. It is your responsibility to print your own invoice and pay from that invoice. Checks should be mailed directly to REGISTRATION CENTRAL ACCOUNTING, Office of the Chancellor, 401 Golden Shore, Long Beach, CA 90802.

Your check payable to CSU TRUSTEES TF047-1058 should accompany your invoice in order to be properly credited to your registration account.



## Confirmation

Your registration will be confirmed electronically to your e-mail address within minutes of entering your information. If you do not receive an e-mail confirmation, we do not have your registration. Please phone us at (888) 200-4499 (toll free) to inquire.

## Completion Certificate

Personalized and signed completion certificates will be available at the conclusion of the seminar. Certificates must be claimed by the named individual and will not be mailed.

## Cancellation Policy—IMPORTANT

If you must cancel, you may do so online by returning to your individual registration transaction. A cancellation fee of \$25 will be assessed for cancellations for any reason. Cancellations less than 5 calendar days prior to the seminar will be assessed the entire registration fee. No-shows are not entitled to a refund or credit towards another seminar. If you are unable to cancel within the specified time period, please feel free to send a substitute in your place. You may enter the name of your substitute to your registration file online.

## Seminar Sponsor

Systemwide Professional Development (SPD)—a department reporting to the vice Chancellor for Human Resources at the Office of the Chancellor, California State University—is the sponsor of the seminar. SPD works in partnership with Human Resources departments throughout the CSU system to offer professional development opportunities that complement the current training program on the hosting campus. Participation is by employees from all CSU campuses and occasionally from friends of the CSU. This seminar is self-supporting from registration fees.

## Campus Information— CSU, Chico

Please go to [www.csuchico.edu](http://www.csuchico.edu) for information about the Chico campus, maps, parking regulations, and driving instructions.

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**Questions?** To talk to a real person about this seminar, call us toll free at (888) 200-4499 or (562) 951-4403.