



National Park Service
U.S. Department of the Interior

Advance Project Management Webinar

June 2, 3, & 4, 2015
12:30 pm – 2:00 pm EST

This course will be conducted via WebEx webinar and will be instructed by Mr. L. Thompson, Top Management Assistance, Inc.

Series dates and times are:

Tuesday	June 2, 2015	12:30 – 2:00 PM, EST
Wednesday	June 3, 2015	12:30 – 2:00 PM, EST
Thursday	June 4, 2015	12:30 – 2:00 PM, EST

PREREQUISITE:

NPS employees who currently manage a project, on a project team or have developed projects. Participants are to prepare and submit a narrative title and description of the project and the role they played on the project team.

DESCRIPTION OF TRAINING:

ADVANCE PROJECT MANAGEMENT

If you have been exposed to the common sense basics of carrying out a project in the Park environment you can readily appreciate the scalability and flexibility of the process. In other words, the level of rigor and detail depends on the characteristics of the project itself. You are also aware of the critical need to balance technical expertise in getting the project done, with the needs of stakeholders, project team members and others who can impact your success.

This series will equip you with the skills and techniques to validate how you define what each project should accomplish and map out the steps necessary to ensure that you get there. In addition it will give you some perspective on the critical role of the project manager, the project team and the network of stakeholders. The session is centered on discussing and analyzing the dynamics of your current or pending project responsibilities to ensure that you take away the specific insights needed to leverage your current capability.

Session 1 Tuesday, June 2, 2015

12:30 – 2:00 pm EST

1. Dimensions of Project Management
 - a) The nine PMBOK disciplines
 - b) Importance of Scope, Time and Cost Management
2. Project Scope Management
 - a) Establishing project outcomes
 - b) Developing project description
 - c) Introduction to Work Breakdown Structure

Session 2 June 3, 2015

12:30 – 2:00 pm EST

1. Project Time Management
 - a) Philosophy of Project Scheduling
 - b) Slack Time
 - c) Understanding sequencing and scheduling
 - d) Principles of activity dependence
2. Network Diagrams
 - a) Value of a P.E.R.T. chart
 - b) Critical Path Method

Session 3 Thursday, June 4, 2015

12:30 – 2:00 pm EST

1. Project Cost Management
 - a) Philosophy of Resource Management
 - b) Stakeholder Management
 - c) Developing a Resource Matrix
2. Developing a Responsibility Matrix
3. Ensuring Project Success
 - a) Role of the Project Manager
 - b) Project Team Management
 - c) Project Portfolio Management
4. Using Project Management Software

DATES: June 2, 3, and 4, 2015 – (must attend all three sessions to receive credit)

TIME: 12:30 PM – 2:00 PM EST

EACH SESSION

LENGTH: 90 minutes

LOCATION: Webinar

PARTICIPANTS: NPS manager, supervisors, employees who currently manage, on a project team or have developed projects.

CLASS SIZE: 50

COURSE NAME: Advance Project Management

COMPETENCIES: Influencing/Negotiating, Accountability, Problem Solving

VENDOR: Top Management Assistance, Inc.

COST: Paid by WASO Learning and Development

REGISTRATION PROCESS:

To register for this webinar, go to <https://doilearn.webex.com>, select Training Center from the top menu, hit the “Upcoming” tab to locate the webinar and hit the “Register” link to the right of the webinar title. Be certain to search for the course in the “Upcoming” tab under date of the webinar: June 2, 2015.

COURSE COORDINATOR: Katrina Roberts
Training Manager
Leadership Development Group
1201 Eye St., NW – 2nd floor
Washington, D.C. 20005
Phone: 202-354-1471