

## **Overview:**

Projects have traditionally been the basic unit of work for many engineering organizations—consulting, design, and construction firms. Other types of engineering organizations—government agencies, utilities, manufacturing—are using projects more and more as a way to tackle problems, make improvements, or bring new products and services to market more quickly and cost-effectively. This two-day course involves you in a project leadership model that you can take back to your workplace and apply immediately.

## **Who Should Attend?**

Anyone who manages projects of any size will find this course beneficial, regardless of project management experience. New or emerging project managers will learn the skills to make team-based project planning a habit. This course is also eye-opening for experienced project managers.

## **Seminar Instructor:**

Ann M. Tomalavage, P.E., PMP, M.ASCE, is president of Malarkey Consulting, Inc., a project management consulting and training company in the Philadelphia area. Ann has been providing all in-person, onsite project management training for ASCE nationally for 10 years. She is consistently ranked among ASCE's top four instructors. Malarkey's website is [www.malarkey.us](http://www.malarkey.us).

## **On-Site Training for YOUR Organization:**

This seminar can be presented at your organization, scheduled at your convenience, and tailored to the needs of your staff. An on-site program can significantly reduce the total cost of your training.

## **Summary Outline:**

### **Day 1**

1. Project context, definitions, etc.
2. Initiating
  - a. Starting up and defining a project
  - b. Gathering information you NEED for planning
3. Planning
  - a. Why we MUST plan
  - b. Scope statement
  - c. Work breakdown structure (WBS)
  - d. Project schedule
  - e. Deciding duration for each task
  - f. Deciding the order for the tasks to create the project network diagram (PND)
  - g. Understanding client/customer acceptance criteria
4. Project communication skills

### **Day 2**

5. Planning, continued
  - a. Cost estimating
  - b. Cash flow plan/cost baseline for the project
  - c. Risk management (identifying, prioritizing, and mitigating risks)
  - d. Preparing for tracking and change control
  - e. Agreeing up-front on how to measure progress, make progress payments, and manage changes
6. Executing
  - a. Project status reporting
  - b. Meeting management
7. Monitoring & Controlling
  - a. Measuring physical percent complete
  - b. Calculating and interpreting earned value information
8. Closing