

PROJECT MANAGERS INSTITUTE PROGRAM SCHEDULE

Kickoff – Sunday

4:00 – 6:30 pm

Introductions. Program Overview and Interactive Group Exercise

Kickoff Exercise – The Frame

Identify communication behaviors in a team-building exercise.

Reinforce the importance of Communication, Cooperation, and Collaboration

Day One – Monday

8:00 – 9:30am

Management AND Leadership

Define characteristics of a “good” project manager.

Differentiate between leadership and management.

Understand the keys to leading well.

Relate the importance of motivating and energizing your team.

9:30 – 11:00 am

Project Start Up

Generate and gain positive project momentum.

Identify and share key project issues, strategies, methods and milestones.

Make use of checklists.

Initiate effective communication with the project team.

Create and maintain a cooperative team environment.

11:15 – 12:15 pm

Project Planning

Develop a complete end-to-end project delivery plan

Organize and structure project plan information for communicating with project team

Effectively document the project plan

Identify, address, manage and understand project plan attributes

1:15 – 2:15 pm

Project(s) Introduction

Introduce course “projects” and allow teams to develop an initial plan

2:30 – 3:45 pm

Customer-Focused Construction

Define and understand the value of the customer.

Use tools to develop an appropriate, client-centered response to issues.

Implement a customer-focused strategy for your project and firm.

4:00 – 5:00 pm

Ethics and Integrity in Project Management

Leverage the project management role into a key client relationship anchor

Build relationships with existing clients leading to repeat work opportunities

5:00 – 6:00 pm

Team Debriefing

Revisit lessons learned and key takeaways from day one

Day Two – Tuesday

8:00 – 9:45 am

Project Level Financials (Billings, Cash Flow and Closeout)

Continually monitor and act on the current cash situation

Billing accurately and promptly

Learn to drive everything on a project to closure

10:00 – 11:30 am

Time Management

Understand that it's about self-management more than time management

Discover the keys to delegation and prioritization

Understand the importance of Life Balance and its contribution to our overall productivity

PROJECT MANAGERS INSTITUTE PROGRAM SCHEDULE

11:30 – 1:00 pm	Project Time
12:00 – 12:30 pm	Working Lunch
1:00 – 2:15 pm	Change Order Management Identify and evaluate all changes Identify cost and schedule implications of changes Use changes as an opportunity to sell increased value Maintain an appropriate balance between capturing all changes and maintaining positive client relationships
2:30 – 4:00 pm	Standards and Best Practices Explain the benefits of identifying and using standard procedures derived from best practices Communicate standard procedures to project teams Establish a team culture in which best practices are embraced and leveraged Identify situations in which it is appropriate to use non-standard procedures
4:00 – 5:30 pm	Project Time
5:30 – 6:30 pm	Team Debriefing Revisit lessons learned and key takeaways from day two

Day Three – Wednesday

8:00 – 8:45 am	Project Lessons Learned
9:00 – 10:00 am	Stand and Deliver
10:00 – 11:30 am	Develop Your Personal Action Plan Write specific action items that will be tracked and monitored over a specified period of time Differentiate between personal action items and items that will be addressed organizationally as suggestions for your firm
11:30 – 12:00 pm	Graduation & Wrap Up Improve the use of your own personal style to lead others to make changes back on the job Use the participant manual by adding to it and referring to it Refer to the PMDP Handbook for articles that will guide you as you try out your toolbox Understand and believe that each participant now has the tools and potential to not only lead projects, but be recognized as a leader in their firm