

# Project Planning and Program Control Processes - Part 2

*PDU*s - 25

**PMI's Talent Triangle Breakdown**

Technical - 25.00

**PMI's Certification Breakdown**

PMP - 25.00

PMI-RMP - 3.00



self-paced  
online

**Course Description:** This course will build on the fundamental principles taught in *Project Planning & Program Control Processes Part 1*. It will include new and innovative principles of project planning and program control taught using practical application problems. It will cover essential areas of resource planning, schedule reconciliation, and how to manage a project through program control methodology. The Mathis Group is excited to enter into a partnering relationship for this course with Dennis Busch, founder of Project Management Technologies, Inc.

**Method of teaching:** Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

**Course Objectives:**

**Objective 1: Resource Planning**

- Define what resources are
- Examine the Total Resource Management Problem
- Identify the resource acquisition cycle and its impact
- Compare the Project Level Management Problem and the Resource Modeling process
- Recognize resource pools and their effective availability
- Define resource requirements for each activity
- Develop activity schedule, aggregate resource requirements, availability versus cumulative requirement analysis, and problem identification and quantification
- Discover problem resolution strategies
- Analyze the role of the computer in resource planning, along with its myths and misconceptions
- Describe the budget excuse and why it is invalid
- Summarize an integrated resource system

**Objective 2: Establish Project Baselines**

- Recall the three baselines: technical, schedule, and cost
- Identify the Schedule Reconciliation process
- Design effective schedule and budget options
- Examine the Principals of Path Dynamics

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- Appraise consequences of any action
- Discuss modeling tools
- Evaluate how to determine, establish, and manage the baselines

## **Objective 3: Performance Measurements and Management**

- Analyze Workscope Change Management
- Examine technical, cost, and schedule performance measurements
- Create actual and projected dates
- Compare activity status, event/milestone status, and model status
- Compose impact analysis through schedule rippling, resource impacts, & effects to total float
- Contrast potential versus real impacts
- Identify path dynamics and management strategies/actions
- Review the impediments of large databases
- Discover the practical level of project modeling
- Discuss the tiers of management and the distribution of management responsibilities
- Show the need for supportive working level detail planning and management, as well as executive support and involvement

## **Objective 4: Reports**

- Examine Management Information – the right product for each specific purpose
- Contrast graphic versus tabular reporting
- Evaluate software utilities (filtering and sorting)
- Discuss coding to exploit data capabilities
- Describe the purpose of various products
- Identify how to use Project Model Diagrams for problem analysis
- List how to report schedule and resource problems

## **Objective 5: Risk & Opportunity Management**

- Define Risk Management
- Compare qualitative and quantitative analysis
- Examine the basics of CPM, ‘What-if’ analysis, PERT process, and the value of 3-time estimates, and Monte Carlo Simulations
- Label risk resolution and opportunity instigation strategies

## **Objective 6: Summary/Conclusions**

- Identify project modeling fallacies
- Discuss the planning ‘Cop-outs’
- Examine the proper expectation of Project Management software
- Review planning and scheduling terminology, essential processes and practical methodology

# Project Quality Assurance, Monitoring and Auditing

*PDU*s - 13

*PMI's Certification Breakdown*  
PMP - 13.00

*PMI's Talent Triangle Breakdown*  
Technical - 13.00



self-paced  
online

**Course Description:** In this 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 will be 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 one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

**Method of teaching:** Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

## **Course Objectives:**

### **Objective 1: 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
- Discuss quantitative measurements
- Examine the six general types of cost

### **Objective 2: Analyze the tools for quality control**

- Evaluate Deming's 14 points to maintaining quality
- Identify Juran's 10 symptoms to quality problems
- Define the three major processes of project quality management
- Examine the process of quality assurance
- List the nine C's of quality

- Evaluate the four steps to Force Field Analysis
- Discuss seven keys to problem solving implementation

### **Objective 3: Examine benefits of project auditing**

- Analyze project performance audit
- Examine customer acceptance audit
- Discuss methods for making recommendations
- Compare recording techniques for making recommendations
- Develop project audit performance points

### **Objective 4: Discuss recovery assessment process and model**

- Examine recovery indicators
- Examine a project recovery plan
- Discuss recovery lessons learned

# Project Risk Management

***PDU's - 13***

***PMI's Talent Triangle Breakdown***

Technical - 12.75

Strategic - 0.25

***PMI's Certification Breakdown***

PMP - 13.00

PMI-ACP - 0.25

PMI-SP - 0.25

PMI-RMP - 13.00

PfMP - 0.25

PMI-PBA - 0.25



self-paced  
online

***Course Description:*** This course will teach 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 will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

***Method of teaching:*** Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

***Course Objectives:***

**Objective 1: Define risk**

- Examine sources of risk
- Define risk management
- Analyze signals of risk
- Describe risk trade off

**Objective 2: Evaluate how to confront attitudes on risk**

- List techniques to confronting risk
- Examine how to conduct risk analysis
- Examine ranking
- Discuss scenario
- Examine statistical process control
- Describe risk turmoil
- Discuss performance risk
- Discuss system risk
- Discuss process risk
- Examine data gathering
- Explain how to evaluate plans
- Review interviewing
- Develop how to facilitate a brainstorming session

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## **Objective 3: Examine how to manage risk plans**

- Discuss transferring risk
- Examine monitoring risk

## **Objective 4: Develop risk teams**

- Create a special response team

## **Objective 5: Define the processes of risk management**

- Examine the process of Plan Risk Management
- Examine the process of Identify Risks
- Examine the process of Perform Qualitative Risk Analysis
- Examine the process of Perform Quantitative Risk Analysis
- Examine the process of Plan Risk Responses
- Examine the process of Control Risks

# Successful Negotiation in a Project Management Environment

***PDU's - 13***

***PMI's Talent Triangle Breakdown***

Technical - 6.75  
Leadership - 6.00  
Strategic - 0.25

***PMI's Certification Breakdown***

PMP - 13.00  
PMI-ACP - 6.25  
PMI-SP - 6.25  
PMI-RMP - 6.25  
PfMP - 6.25  
PMI-PBA - 6.25



self-paced  
online

***Course Description:*** This course will examine 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 one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

***Method of teaching:*** Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

***Course Objectives:***

**Objective 1: Define negotiation**

- Identify the benefits of negotiations
- Define and detail negotiating skills for project managers
- Define and detail negotiations in projects including interpersonal negotiations and contract negotiations

**Objective 2: Examine the negotiation process**

- List and examine negotiation strategies
- Examine preparation techniques for negotiation
- Discuss how to lead the negotiation process

**Objective 3: Recognize how to deal with the other party's negative tactics**

- Examine how to align the support of others before, during and after the negotiation
- Identify communication skills needed for successful negotiation
- Analyze win-win negotiations
- Create strategies for controlling conflict in negotiation
- Apply negotiating to resolve conflict

**Objective 4: Develop how to negotiate with your project team**

- Discover negotiation skills for purchasing
- Examine how to use BAFO to your advantage

# Vendor Management

## *Managing, Monitoring and Controlling*

### *Vendor Relationships*

***PDU's - 19.5***

**PMI's Talent Triangle Breakdown**

Technical - 15.75  
Leadership - 1.25  
Strategic - 2.50

**PMI's Certification Breakdown**

PMP - 19.50  
PMI-ACP - 3.75  
PMI-SP - 3.75  
PMI-RMP - 4.50  
PfMP - 3.75  
PMI-PBA - 3.75



self-paced  
online

***Course Description:*** This course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses.

***Method of teaching:*** Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

***Course Objectives:***

**Objective 1: Discuss vendor challenges**

- Examine the future of vendor relationships
- Compare purchaser and vendor motivations
- Compare the pros and cons of outsourcing a project to a vendor
- Discuss reasons for vendor relationships
- Examine the real world of culture and language
- Evaluate how vendor management can benefit organizations

**Objective 2: Examine phases in the acquisition process**

- Explain the duties of the contract officer
- Identify best practices of vendor management
- Discuss reasons and roles for a Vendor Management Office
- Compare the procurement cycle to project management
- Compare organizational and government procurement processes

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## **Objective 3: Examine the five-phase process of vendor management**

### **- Phase one: Pre-Award Stage**

- Forecasting future requirements
- Acquisition planning
- Project scope statements
- Make or buy discussion
- Baseline estimated cost
- Successful steps for creating an effective RFP
- Examine what impacts the RFP process
- Basic parts of the RFP
- Designing a statement of work
- Key elements of a performance work statement
- Methods of contract surveillance

### **- Phase two: Source selection**

- Techniques on setting expectations
- Vendor risk
- Conducting a risk analysis of each vendor
- Risk sharing
- Criteria for evaluating the vendors
- Vendor evaluation process
- Sealed bidding process
- Success criteria for evaluating vendors
- Qualifications for vendor selection

### **- Phase three: Award Contract**

- Vendor orientation
- Vendor management plan
- Vendor measurements or scorecard
- Vendor performance
- Negotiation strategies used by vendors
- Strengths and weaknesses of contract types

### **- Phase four: Contract management**

- Work plan to fulfill statement of work
- Benchmarks
- Communication
- Status and performance meetings
- Types of audits
- Auditing plan
- Internal and vendor project manager relationships
- Auditing process
- Difference between internal, external and third-party auditing
- Areas for the auditing examination
- Vendor conflicts and how to resolve them
- Best practice guide sheet for auditing
- Process designs for auditing the vendor
- Monitoring contractor requests for payment
- Contract modifications
- Contract termination for convenience
- Procedures for termination for convenience
- Contract termination for default
- Procedures for termination for default
- Contract disputes
- Ethical standards and procurement integrity

### **- Phase five: Contract closure**

- Knowledge transfer
- Vendor/customer handoff
- Contract closeout
- Steps in contract closeout



# *Seminars, Keynotes, and Topics*

## **Management**

### Management A-Z

Successfully Managing People In A Technical Setting  
How To Handle Difficult People  
Coping With Change  
12 Steps To Better Decision Making  
How To Build Trust And Respect  
Mastering Project Management  
Project Management Intensive  
Empowering Employees For Success  
How To Discipline Employees  
Empower Or Perish  
Coaching And Counseling Employees  
Managing Multiple Projects And Tasks

## **Leadership**

Developing And Mentoring Your Workforce  
How To Delegate And Hold Them Accountable  
Values Based Leadership: Our Only Hope  
Executive Coaching  
Strategic Planning  
Motivating And Empowering Your Workforce  
The Lost Art Of Leadership  
Tough Minded Leadership  
Vision Driven Leadership  
Foundations Of 21st Century Planning  
Becoming A Confident Decision Maker  
Creating Strategic Change  
Successfully Handling Turbulent Change  
Handling Personal And Professional Change

## **Attitude/Negativity**

Creating An Optimistic Workplace  
Mountain Moving Motivation  
Battling Burnout  
Becoming An Overcomer  
The Impact Of Humor In The Workplace  
Turning Turkeys Into Eagles

## **Communication**

Proactive Communication  
Communicating For Results  
You Said, We Said, They Said  
Facilitation Fundamentals  
Communication: What You Heard Is Not What I Said  
Secrets Of Presenting Like A Pro  
Increase Communication And Get Your Point Across

## **Consulting**

Consulting Skills For A New Day  
How To Build Your Consulting Business  
Solving Problems As A Consultant  
Consulting Fundamentals

## **Human Resource**

Successfully Recruiting Tomorrow's Worker  
Market Yourself For Your Next Employer  
Performance Appraisals That Work

## **Conflict**

Dealing With Difficult And Obnoxious People  
How To Talk About The Tough Issues  
Handling Conflict And Confrontation

## **Customer Service**

Customer Relationship Management (CRM)  
Customership: Building Unbelievable Service  
21st Century Customer Service  
Customer Retention - Our Future Success

## **Sales/Marketing**

Controlling The Seven Mile Border  
Marketingology: The Art Of Attracting New Customers  
Secrets Of Closing More Sales  
Selling 101 Fundamentals  
Advanced Sales Skills For A New Millennium  
Creating Customer Driven Value  
Selling With Values And Integrity  
Marketing Your Company For Results  
Foundations Of Organizational Marketing  
Fundamentals Of Sales In The 21st Century  
Sales Management Intensive  
Negotiate Like A Pro  
Sales Force Management  
Consultive Selling Made Simple

## **Teams**

Organizing Highly Effective Teams  
Building Cross Functional Teams  
Building Team That Work  
Conquering Team Conflict  
Creating Self Directed Teams

## **Writing Skills**

Effective Business Writing Skills  
Grammar And Punctuation Skills