

Project Management in Government Organizations

A 3-Day *Hands-On* Workshop

Course Description: The workshop shows you how to firmly control any size project. It firmly focuses on practical, how-to aspects of managing your projects with real-world examples. The competencies addressed in this workshop are: Customer Service Orientation; Conceptual & Strategic Thinking; Judgment & Analytical Thinking; Flexibility; Initiative; Communication & Persuasion; Standards of Excellence & Efficiency; Use of Influence Strategies; Working through others; Entrepreneurial Achievement; Leadership; Group Management; and Organizational Awareness.

All attendees will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools and research developed and gathered over decades by our instructors. Toolkits include items such as checklist, tips and techniques, sample documents, forms, academic and government studies, and numerous other tools to help you use your new skills immediately.

Who Should Attend: This is for every individual contributor and manager responsible for planning, organizing, coordinating, tracking or reporting acquisition, financial, logistics or technical projects. This workshop is particularly valuable for those new to managing projects *and* to those with several years of work experience who want to continue their professional development and increase their skills in managing projects.

Learning Objectives

- Define Project Management
- Identify the Principles of Problem Project Management
- Identify the Different Stages Involved in Project Management
- Describe the Principles of Assembly of A Matrixed Team
- How to Develop Team Charter
- Recognize and Plan for Task Interdependence and Dependence
- Become Familiar with Techniques to Sell the Project and Get Buy-In
- Describe the Use of a Gant Chart and the Relevance of Milestones
- Understand How to Decide What Performance Metrics Apply to a Project
- Identify Slack, Critical Path and Super Critical Path
- Identify Performance Management Techniques

Subjects Covered in this Workshop:

- Formal Project Doctrine vs. Real Life Project Management in Government
- Mentoring and Leading the Project team
- Organizing the Project
- Integrating Effort with a Contractor or Across Silos Using Integrated Master Techniques
- Defining and Initiating the Project
- Successful Project Planning
- Dealing with Change and Conflict—Procedures for Avoiding the Traps and Staying In Charge
- Scheduling the Project
- Managing the Project Scheduling Process Informal and Better Approaches
- Directing the Project
- Evaluating and Adjusting Course

Additional Information

CPE Credits: 20.0

CEU Credits: 1.7

Suggested Program Prerequisites: Problem Solving and Decision Making

Advanced Preparation: None

NASBA Program Level: Intermediate

NASBA Field of Study: Business Management and Organization

Delivery Method: Group Live – Classroom

*This course counts as contact hours toward your PMI Certification and can be submitted for review to receive PDU credits.



Refund/Cancellation Policy: TMS has a 2 week cancellation policy. Courses cancelled 2 weeks prior to the program start date will receive a full refund. Courses cancelled within 2 weeks from the program start date will not receive a refund for the program. | **Complaint Policy:** For more information regarding administrative policies, such as complaints, please contact Stacey Kruse at stacey@tmsworkshops.com | **Official National Registry of CPE Sponsor's Statement:** Technical Management Services (TMS) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.

In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets.



Air Force Competencies Addressed / Proficiency Levels

Employing Military Capabilities

Operational and Strategic Art
Unit, AF, Joint, and Coalition Capabilities
Non-Adversarial Crisis Response

Enterprise Perspective

Enterprise Structure and Relationships
Government Organization and Processes
Global, Regional, and Cultural Awareness
Strategic Communication

Managing Organizations and Resources

| | |
|------------------------|--------------------------|
| Resource Stewardship | Intermediate/ Proficient |
| Change Management | Proficient Skilled |
| Continuous Improvement | Proficient |

Strategic Thinking

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|-----------------|--------------------|
| Vision | Proficient/Skilled |
| Decision Making | Proficient |
| Adaptability | Proficient/Skilled |

Leading People

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|------------------------------|--------------------|
| Develops and Inspires Others | Proficient |
| Takes Care of People | Proficient/Skilled |
| Diversity | Intermediate |

Fostering Collaborative Relationships

| | |
|-----------------------------|--------------------------|
| Builds Teams and Coalitions | Intermediate/ Proficient |
| Negotiating | Proficient |

Embodies Airman Culture

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|--------------------|------------|
| Ethical Leadership | Proficient |
| Followership | Proficient |
| Warrior Ethos | Proficient |
| Develops Self | Proficient |

Communicating

| | |
|----------------------|--------------------|
| Speaking and Writing | Proficient |
| Active Listening | Proficient/Skilled |