

## KEYS TO SUCCESSFUL PROJECT PLANNING AND MANAGEMENT

At the heart of every successful project is a team with a clear understanding of the project's end result, the criteria necessary for the project's success, the interdependencies between separate contributors, a commitment to work together, and a driving desire to succeed.

**Project QuickStep** is a two-day workshop designed to provide anyone in charge of a project with the tools necessary to manage effectively and deliver the desired results. **Day One** is designed to help team leaders and members learn to use a flexible, straightforward framework and set of tools for effective project management. **Day Two** addresses the *application* of those tools in achieving real-world project goals, using coaching and peer review to strengthen the participants' skills in delivering the desired results.

Specific skills essential to realizing a successful project are covered through discussion and exercises: *team leadership; getting commitment* from team members to deliver results and from managers to provide support; *team leader and team member responsibilities* for successful meetings; *tools* to use to monitor progress and drive results; *satisfying customer, user and stakeholder expectations* for the project.

During the workshop, participants are guided through a disciplined methodology for planning and managing projects to a successful outcome. The framework embodied in the methodology includes the following elements:

- Desired project outcomes — What do customers (or users) and managers want?
- Project end result and success criteria — What is it? Why are we doing it?
- Critical success factors — What must happen (or not happen)?
- Project scope — What are the project's key requirements and critical resources?
- What are the trade-offs (value vs. impact) between these and time?
- Schedule — Who does what, and when?
- Key Relationships — Who are the individuals essential to the project's success and what's needed from them?

Workshop participants are encouraged to apply this framework to a real-life project in which they are involved. Framework answers are captured in a *Dashboard* (project summary) and *Schedule* (detailed action plan) used to communicate project goals, issues and status, and to educate team members and managers about required support for the project.

**NEW— iPhone/iPad Project QuickStep App** — Access your projects no matter where you are! Expanded features enable Gantt scheduling, roll-up reports for multiple sub-projects, budget roll-ups, customized summaries and deliverables for real-time web-based access anywhere.

### STRONG FACILITATION DELIVERS OUTSTANDING RESULTS

**Jeff Belding**, Principal of JP Associates, Inc. (JPA), specializes in project leadership training and consulting to project and management teams. Skilled in the management of cross-functional teams, Jeff successfully led the SuperDrive project at Apple Computer. Prior to his work with Apple, he led product management teams at Atari, Inc., and managed programming teams at SDC (now Unisys) for telemetry simulators for use by NASA and the U.S. Air Force.



JPA has conducted numerous workshops and clinics for major corporations, including Apple, Adaptec, Becton-Dickinson, Excite, Fujitsu, Intel, Netscape, Oracle, SanDisk, Talk City, 3Com, and Yahoo!

### SCHEDULE AND PRICING

TIME & LOCATION	PORTLAND SESSIONS	PARTICIPANT PRICING	
8:30AM - 4:30PM — Lunch provided 5300 Meadows Road First Floor Oaks Room Lake Oswego, OR 97035	Winter: March 7 and 21, 2012	6 or more	\$845
	Summer: July 19 and Aug. 2, 2012	3 to 5	\$895
	Fall: Oct. 25 and Nov. 8, 2012	1 to 2	\$945

Session dates, times and facilitators may change without prior notice.

