

TEMPLATES

FOR MANAGING TRAINING PROJECTS

Willis H. Thomas, PhD, PMP



Templates For Managing Training Projects

Harold Kerzner



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experience Goncalves offers cutting edge techniques for managing projects across borders working with colleagues and clients from different cultures and utilizing the necessary telecommunication Internet technologies ePM managers and their virtual teams and remote PM offices must have Implementing the Virtual Project Management Office complies with the Project Management Institute's Project Management Body of Knowledge PMBOK guidelines and extends them to ePMO After analyzing the benefits of ePM versus conventional project management Goncalves presents an in depth discussion of ePM practices scenarios and challenges aided by real world examples and insightful case studies Providing a full focus on the management and execution of virtual projects Goncalves demonstrates the time and cost saving advantages showing how to begin realizing those advantages immediately He gives you Guidelines for building virtual project teams Step by step best practices for keeping an eProject on course Techniques for measuring project performance and earned value eTools for controlling project quality Ways to integrate speed change and innovation for ePM success A customer driven approach to ePM Goncalves provides comprehensive information on developing a state of the art virtual project management office from the necessary structure and environment to the technology He also defines what concurrent ePM is and the need for change management during the process The bonus CD features sample policies forms budgets checklists and software including the award winning Mindmanager from Mindjet to assist in your ePMO implementation

Fundamentals of Technology

Project Management Colleen Garton,Erika McCulloch,2004 Successful project management is increasingly vital to all organizations driven by the demands of global competition rapid technological growth and faster time to market just to name a few For those in technology fields project management skills are fast becoming a required core competency And those who have mastered these skills continue to be in high demand worldwide commanding higher salaries than those around them But how does one extend those skills or acquire them in the first place Fundamentals of Technology Project Management is a great place to start Of the hundreds of project management books on the market precious few address the unique needs of the IT project manager Unlike most other project management books Fundamentals of Technology Project Management tackles the specific issues that technology professionals must face such as understanding technology resources managing project scope and feature creep and meeting client expectations among many others Whether you're a college student a software engineer or an IT professional Fundamentals of Technology Project Management will help you gain a comprehensive understanding of the project management life cycle and learn how to manage it from first steps on through to intermediate topics as well as some advanced ones Author Colleen Garton explains in easy to understand language not only the what but the how of IT projects What's more unlike general project management books the examples and case studies in this book are all based on technology projects making them far more relevant to the learner Also included is a content rich CD ROM loaded with features to make the life of any IT project manager or the IT professional with project management responsibilities far easier There are document templates you can use for all phases of the project from the initial RFP to

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The Arizona Department of Transportation s ADOT s ability to manage a cost effective construction program delivery and be accountable to policy makers and customers regarding the cost and timeliness of highway projects is at risk The following is ADOT s current situation There is little consistency in project management ADOT is not actively managing and controlling budget and scope The organization does not hold itself and managers accountable for scope budget and quality ADOT s process tools and procedures do not enable the most effective use of human and other resources and There will be continued impacts to ADOT s organizational capacity and health The following are the desired outcomes from improving ADOT s project management process a ADOT will be able to manage construction program delivery against scope schedule budget and quality objectives on a department wide basis at the program and project levels b ADOT will hold itself accountable for delivering the program vs scope schedule budget and quality objectives c The strategic importance of project management will be emphasized by ADOT management d ADOT will increase its project focus to establish a project management culture e The importance and role of project managers and the project management discipline will be elevated f A consistent process at the project level will be established In this way more discipline and predictability will be brought to the process This will strengthen ADOT s ability to manage overall program delivery and g Scopes will be set and budgets managed at the project level The role and authority of project managers will be strengthened to accomplish these objectives The decision making will be proactive recognizing that in project delivery scope schedule and budget decisions impact each other

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