

P³Delivery

Project • Process • Performance

THE “NETWORK OF LEARNING”



TRAINING COURSES



The Network of LearningSM provides a variety of training courses designed to help deliver the most out of a project delivery investment. We offer top-notch training in the areas of project, process, performance and contract management.

Our courses are taught by highly experienced experts in their respective fields who hold certifications such as the Project Management Professional (PMP), Program Management Professional (PgMP), Certified Professional Contracts Manager (CPCM), Six Sigma Black Belt, ITIL, and others. We have extensive experience delivering project management courses for the private and public sectors.

The Network of Learning will:

- Help your teams enhance capabilities in the project, process and performance management areas.
- Introduce tools to help professionals enhance the timing, delivery, and quality of business and organizational management plans.
- Provide opportunities for professionals to learn and share knowledge in a collaborative and convenient environment.
- Provide a convenient and cost-effective option for training.

We deliver training courses through a variety of ways. Most of our classes are modular based and can be delivered in a classroom or virtual setting.

Instructor Led Training

Instructor-led training is offered onsite for a private experience or offsite with peers from different organizations. Our Instructors are experts in their respective fields and have extensive experience developing and delivering courses for the private and public sectors. Courses are designed and developed to teach a specific discipline or tool.

Our lecture material and hands-on material gives participants a chance to discuss and practice concepts during lecture. We can tailor courses to mix, add or eliminate topics or allow you to select topics of interests using our standard course material. We can also customize courses to include only certain topics or a special design.



Virtual Training



Our virtual training provides multi-site training across geographic regions in a live environment without traveling. You listen to lectures, participate in lab exercises, ask questions, and receive feedback just as you would in a conventional classroom, except you do it from the convenience of your desktop or anywhere you have an internet and phone connection.

Train-the-Trainer

Our train-the-trainer model allows rapid expansion of knowledgeable skills. The trainer, a subject-matter expert trains less experienced instructors on the best way to deliver training material to others. Our train-the-trainer approach prepares the trainer candidate to present skills with confidence to any size audience from just a few people or a large venue with hundreds in attendance. The train-the-trainer approach provides internal ongoing support to help with ongoing implementation of training initiatives. It is also cost effective; eliminating the need to fly external trainers to train your people and you can invest in your own people to become certified trainers to internally train more employees.

Peer-to-Peer Training



Peer-to-Peer training involves people training their colleagues. Someone who is knowledgeable in an area is chosen by their leader or Project Manager to train others. Peer-to-peer training is often done through presentations where the presenter facilitates open discussions on a topic and encourages others to ask questions as well as voice their thoughts on the subject.

It recognizes everyone as a teacher and learner. Like-minded individuals engage in knowledgeable exchange through lesson learned workshops and collaboration networking enabling them to expand their industry knowledge and formal education. It's a great way to transfer skills from knowledgeable and experience team members to others who are less skilled and for employees to learn information in a non-threatening way.

COURSE	KEY TOPICS	TARGET AUDIENCE	COURSE LENGTH
Project Management Fundamentals	<ul style="list-style-type: none"> • The Project Management Lifecycle • PMBOK Knowledge Areas • What is Program Management • Benefit Realization Planning • How to Measure Project Performance • Case Study Exercises 	Project Coordinators and Project Managers	3 Days
Introduction to Project Management	<ul style="list-style-type: none"> • Project Characteristics • What is Project Management? • The Project Management Lifecycle • 6 Simple Steps to Managing a Project • Case Study Exercise 	Office Administrators, Project Coordinators, and Contract Managers	1 Day
Project Planning and Scheduling Overview	<ul style="list-style-type: none"> • Developing a Project Plan • Work Breakdown Structure • Introduction to the Microsoft Project 	Project and Contract Managers	1/2 Day
Project Management Toolkit	<ul style="list-style-type: none"> • Scope Management • Change Management • Risk Management • Document Management • Project Performance Management • Project Closure 	Project and Contract Managers	1/2 Day
Project Tracking and Reporting	<ul style="list-style-type: none"> • Project Tracking and Control • Project Reporting 	Project and Contract Managers	1/2 Day
Project Change Readiness	<ul style="list-style-type: none"> • Readiness Assessment • Cross Organizational Focus • Establishing Authority • Roadblocks to Readiness • How to Get Ready for Change 	All	1/2 Day

COURSE	KEY TOPICS	TARGET AUDIENCE	COURSE LENGTH
Project Management for the Contract Professional	<ul style="list-style-type: none"> • The Project Management Lifecycle • What is the PMBOK and CMBOK? • Creating a Realistic Schedule • Change Management • Measuring Contract ROI • Lessons Learned 	Contract Professionals	Varies
Contracting Officer Representative Basic	<ul style="list-style-type: none"> • COR Delegation and Responsibilities • Acquisition Planning • Contract Award • Contract Administration • Changes, Challenges, and Closeout • Ethics in Government Contract • Case Studies, Practical Exercises and Quizzes 	Project and Contract Manager	5 Days
The Balanced Scorecard Webinar	<ul style="list-style-type: none"> • What is a Balanced Scorecard? • 4 Perspectives of a Scorecard • Value of a Scorecard • How to Create a Balanced Scorecard • Implementation Guidelines 	Quality Manager, Business Owner, Leader	1-2 Hours
Lean Six Sigma Concepts and Tools Webinar	<ul style="list-style-type: none"> • Continuous Improvement Approach • What is Lean Sigma? • Differences between Lean and Six Sigma • Lean Sigma Key Concepts and Tools 	Project and Contract Manager, Quality Manager, Leader	1 Hour
The "Work-Out"	<ul style="list-style-type: none"> • What is a "Work-Out" • Planning the Work-Out • Conducting the Workout • Implementing Work-Out Recommendations 	Quality and Procurement Leader	1/2 day
Information Technology Infrastructure Library (ITIL) Overview	<ul style="list-style-type: none"> • What is ITIL? • Key Terms and Concepts • The ITIL Service Lifecycle 	IT Professional	1/2 Day

Project Management Fundamentals

This course will take participants on a journey through the Project Management Lifecycle. Each Project Management Lifecycle Process: Initiation, Planning, Execution, Controlling, and Closing will be discussed in great length. Discussion related to the Project Management Body of Knowledge (PMBOK) knowledge areas and topics such as “Differences between Project and Program Management”, “The Program Management Office (PMO)”, “Benefit Realization Planning”, and “Project Performance Management” will be covered. This course is most ideal for the experienced Project Manager who wants a refresher or is preparing to take the PMP certification exam.

Introduction to Project Management



This course introduces the project management lifecycle processes and basic concepts. Topics discussed will emphasize what skills are needed to define a project and analyze specific tasks required to complete a project. Material presented will also cover how to initiate a project, select the project management team and develop a project charter. Success strategies on balancing the “Triple Constraints” (cost, time and scope) and quality will also be introduced. The participant will be able to apply techniques learned in interactive discussion and group breakout sessions utilizing real life case studies.

Project Planning and Scheduling Overview

This course provides knowledge on how to create a work breakdown structure, assign resources, estimate time, develop a project plan and create a project schedule utilizing Microsoft Project. Attendees will be presented with a scenario to simulate the development of a project plan. This workshop will only provide a high-level overview of the Microsoft Project tool. To become highly proficient in utilizing the Microsoft Project, additional specialized training will be required.

Project Management Toolkit

The course is centered on five project management knowledge areas:

- **Scope Management** - Processes, procedures and tools required to effectively define scope and manage scope changes.
- **Change Management** - How to inform affected groups of key decisions around non-scope changes (e.g., date, policy, process, terminology, or deliverables).
- **Risk Management** - A risk is an event that impacts the schedule, budget or resources of a project. Topics discussed within this session will cover how to identify, assess and manage project risks.
- **Document Management** - A defined and organized method is required for tracking and storing project documents in a centralized repository. This overview will also address the creation, distribution, filing, retrieval, security, and retention of project deliverables.
- **Project Performance Management** - Includes processes required to ensure that the project will satisfy the needs for which it was undertaken. This overview will share techniques on how to assess the magnitude of project plan variations and methods on how to manage cross-project dependencies.
- **Project closure** - Provide procedure to formally terminate activities of a project and hand off deliverables and work products to the customer. Topics discussed will include closeout of the project activities and contract.

Project Tracking and Reporting Overview

Topics to be discussed during this workshop include monitoring, documenting, and communicating the project progress and performance. This overview session also introduces the elements of project close-out and a recommended status report.

Project Change Readiness

The purpose of this course is to equip leaders of a new project or initiative with the skills to help prepare for and facilitate the adoption of change. Strategies, tools and techniques will be introduced to ensure teams are ready to perform tasks, deliver products, provide services or implement processes resulting from a new project. Other topics such as “How Project Plan Modifications Impact Readiness”, “How to Deal with Change Resisters”, and “Leveraging Project Resources for Knowledge Transfer” will also be discussed.

Project Management for the Contract Professional

This course describes Project Management from the Contract Manager's point of view. The aim of this course is to provide the contract professional with knowledge of the project management lifecycle processes and concepts within a contract management framework. This course will outline activities and tools needed to define contract project objectives, develop plans to set realistic schedules for delivery of contract management tasks, and provide techniques on how to measure contract performance.

Contract Management Body of Knowledge (CMBOK)

The standards upon which all certifications are based



Contracting Officer Representative Basic

This comprehensive training course will provide non-contracting personnel with knowledge of the federal acquisition process as well as the knowledge and skills to execute their responsibilities as a representative of the contracting officer, including Contracting Officer's Representatives (CORs), Contracting Officer's Technical Representatives (COTRs), Technical Officers (TOs), and Project Officers (POs).

The Balanced Scorecard

This course presents key concepts regarding a "Balanced Scorecard" and provides valuable insights on how to drive a business' or organization's performance. Topics on how to develop comprehensive measures of progression towards the achievement of strategic goals, how to identify areas to succeed and the 5 W's of a Balanced Scorecard are also covered.

Lean Six Sigma (LSS) Concepts and Tools

Lean is a systematic approach to reduce or eliminate activities that don't add value to the process. Six Sigma focuses on variation and reduction in process. Lean Six Sigma is a combination of these two powerful process improvement methods. The principle of Lean Six Sigma is to improve the efficiency and quality of the process. This course provides a broad understanding of the Lean Six Sigma improvement methodology, concepts, and language. The Define-Measure-Analyze-Improve-Control (DMAIC) process improvement cycle is also discussed in great detail.

The "Work-Out"



This course introduces the processes and key concepts related to a "Work-Out". A "Work-Out" is a business improvement methodology to accelerate change and transformation. One to three-day gatherings of organization stakeholders and project leaders are designed to identify "low hanging fruit", develop solutions, take action on major issues and prioritize potential new projects that can be implemented in less than 90 days. This method is commonly used to develop, evaluate and test solutions for improvement through a pilot plan.

Information Technology Infrastructure Library (ITIL) Overview

This course provides a basic overview of the ITIL Lifecycle and concepts. The objectives of this course are to:

- Educate attendees on the ITIL processes.
- Describe how the ITIL framework forms the basis of value for an IT service consumer.
- Facilitate discussions of how ITIL aligns to process improvement opportunities.
- Prepare attendees for the ITIL foundational certification exam.

ABOUT US

P³ Delivery is a management consulting firm built on the principles of Strategic Program Management. We offer management consulting, administrative support and training services. Our expertise, experience, and passion are in program and project management. We deliver industry best practices in establishing standards, policies and processes to drive project efficiency, effectiveness and accountability.

Our experience delivering training spans across multiple industries and functions. To request training go to www.p3delivery.com or send an email to contactus@p3delivery.com.

LOCATIONS

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