

The Dark Arts of Project Leadership Series

1. The Dark Arts of Project Leadership: Influence and Politics (D,W, K)
2. Project Stakeholders: Dealing with Sleeping Giants to Saboteurs (K,D,W)
3. There are No Politics in the Project World (K,D,W)
4. All real-world uses for the Project Professional (D)
5. The Situational Project Leader: Up, Down and All-around (K,D,W)
6. Leading Strategic Initiatives: Managing Innovation Through Organizational Change (D,W)
7. Managing Change and Surviving to Talk About It (K,D,W)
8. Advanced Organizational Change Management (OCM) - a tactical follow-up to "Managing Change and Surviving to Talk About It" and "Leading Strategic Initiatives" (D,W)
9. Agile, Waterfall, Iterative Oh My!: Select, Integrate, Deliver in a Multi-Methodology Environment (D,W)
10. Yes, and... Advanced Negotiations in a Project World (K,D,W,1)
11. Everyone is in Sales: Successful Tools & Techniques for Project Leaders (K,D,W,1)
12. The BA/PM Conundrum (K,D)
13. How to Train Your Dragon: a Project Sponsor Primer (D,W)
14. How to be a Chameleon: The Key to Project Success (D,W)
15. Surefire Scheduling to Ensure Schedule Performance! (D,W)
16. Joeisms: Leadership Concepts and Other Sage Words of Advice (K,D)
17. Selling the Value of the PMO and Project Management (K,D)



Project Leadership Essentials

1. Ten Simple Ways to Screw-up a Good Project (K,D)
2. Project Mechanics for the Beginner: the Minimum You Need to Know to Thrive (D,W)
3. Project Management for the BA: the Minimum You Need to Know to Survive (D,W)
4. Q & A: Improving Project Success Through Better Listening (K,D,W)
5. Using MS Project: Just the Minimum You Really Need to Know (W)
6. Building Your Essential Project Leadership Soft Skills (D,W)

Case Studies

1. Best Practices in Building out a Cloud Solution - part Cloud, part Program politics ... all Leadership (D,W)
2. Best Practices in Building out a Security Program (D)
3. Building out a University's PMO, and Other Tales of Success, Trial and Tribulation (K,D)
4. Running a Successful itSMF ITIL Deployment (D)

Professional Association Success Series (abstracts available upon request)

1. The Basics of Sales and Selling: Everyone's Job
2. Setting Up a Sponsorship Program for Improved Financial Stability
3. Best Practices in Volunteer Recruitment and Engagement
4. Pulling-off a Great PDD or Chapter Meeting Program: Organizing, Attracting and Marketing
5. Successful Career Networking Groups: An Easy Key to Chapter Growth
6. Strategic Planning for Chapter Success



In the works.....

- Adv. PM/BA Conundrum - Business Analysts and Project Managers: Project Leadership Buddies (K, D)
- Best Practices in Building out a Program (vs a Project or a Portfolio) (D,W)
- Avoiding Project Management/Leadership by Heroism (K,D)
- Tales from a Professional Guesser: Getting to Close Enough (K,D)

Key

K=Keynote D=Dinner/Breakout presentation W=Workshop or seminar

1 = Often combined to make a full-day workshop Project Salesmanship and Negotiations

2 = Often combined to make a complete workshop in gathering good Schedule data and building out a Plan

Categories: Strategy => Business Acumen Leadership => Power Skills Technical => Ways of Working

Presentation and Workshop Library

The Dark Arts of Project Leadership Series

Topic Title: The Dark Arts of Project Leadership: Influence and Politics – 75% Power Skills/25% Business Acumen

Presentation Abstract

Successful journey from start to finish of a project is not linear, clean, forecastable or easy. Your interest is to deliver the project on time, on budget with a smile on everyone's face, but others have conflicting interests. Armed with your System Development Life Cycle (SDLC), a planning tool of your choice and the innocence that always comes at the start of a project you think you are set to go. Then the plan that you have worked so hard to perfect shows a flaw, falls behind schedule or budget, gets amended or completely thrown out altogether. How you minimize these occurrences and provide the best chance to survive the project intact.



This presentation will start with the Top 10 Keys to Success which include Communicate, Communicate, Communicate; Managing Change and Expectations; Pace, Perfection and Price – pick 3. We then discuss how to become a Master Magician covering topics such as Winning at Politics; Controlling outcomes through Influence; Communicating & Motivating and Marketing your Project.

While it takes less than 8 hours to learn how to use a tool to manage a project it takes a lifetime to learn the art of successfully delivering a project. This presentation will focus on the soft-side of project management, having fun with the topic and using audience participation and exercises to share the community's intelligence.

Learning Objectives:

- ✓ How to deliver good outcomes through Influence
- ✓ How to communicate effectively to win allies and manage expectations
- ✓ Understanding your stakeholders and how to motivate them
- ✓ Why you need to manage organizational change and hints on how to do it effectively
- ✓ How to use Pace, Perfection and Price – pick 3 to your advantage

Topic Title: AI real-world uses for the Project Professional – 50% Business Acumen, 25% Power Skills, 25% Ways of Working

Presentation Abstract

The project world has always undergone changes – whether that be methodologies, tools or training and certification. But it has changed a lot faster in the last several years with the creation, availability, use and clamor around Artificial Intelligence. AI, and its proponents, are touting it as a “must-have”, “savior”, “time saver” and other great things. This presentation will talk about the good, and not so good use, of AI as it specifically relates to the world of the Project Professional. The major points to be covered include:

- ✓ Where AI helps the entry-level user
- ✓ Where AI helps the senior-level user
- ✓ It's all about the Prompts
- ✓ It's not a silver-bullet – where to be careful
- ✓ AI today - how do you catch-on quickly and efficiently

This class is a primer to give you a feel for the topic, as well use cases depending upon where you are in your Project Leadership journey. We will then finish with a discussion on next steps – where and how to get detailed AI training, coaching or mentoring.



Presentation and Workshop Library

Topic Title: How to be a Chameleon: The Key to Project Success – 100% Power Skills

Presentation Abstract

Successful delivery of any project requires you to communicate with, manage and influence people at all levels, both inside and outside your organization. Yet they all speak different “languages”. And worse yet there isn’t a roadmap, translation guide or hint sheet to tell you how to relate to each so that you can be successful.



This presentation will discuss how to identify your target audience, determine the communication styles and methods that works best for them and how to adapt your message, motivations methods and your style for optimum success. We will also discuss how to build a relationship with your sponsor and leverage your influence with them to set your project up for success. The major points to be covered include:

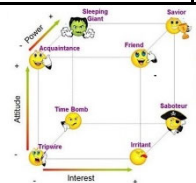
- ✓ Defining what a Chameleon is in the project world and why it is important
- ✓ Defining and discussing the various target audiences and the keys to success for working with each
- ✓ The skills and dos/don'ts needed to be a Chameleon and the typical roadblocks
- ✓ Examples you can use immediately to become more effective

Learn how to recognize and adapt to everyone in your project world to optimize your leadership and messaging for project success.

Topic Title: Project Stakeholders: Dealing with Sleeping Giants to Saboteurs – 100% Ways Working

Presentation Abstract

All projects have their promoters and their detractors, people that can either make or break your project or your team. This presentation will give you practical advice on who you need to focus on, show you how to classify where each person sits on the “Interest, Attitude, and Power” axis of your Stakeholder chart and how to improve the attitude and interest of the power players in your world. The major points to be covered include:



- ✓ What is the Stakeholder Identification chart and how it will help you
- ✓ Using personality profiling to help you understand what makes people “tick” and where to place them on the chart
- ✓ Techniques and tools to help move people from “disinterested to involved” and “poor attitude to a champion”
- ✓ The key tactics of “Include, Influence, Ignore, Isolate”
- ✓ Adding advanced negotiation techniques for the most important stakeholder types

This presentation will cover the basics and then quickly move into advanced topics, using exercises and situational case studies to emphasize key points, to help you achieve the best win-win outcome for you, your team and your project.

Topic Title: How to Train Your Dragon: A Project Sponsor Primer – 80% Power Skills/20% Business Acumen

Presentation Abstract

A successful journey from start to finish of a project is not linear, clean, forecastable or easy. Your interest is to deliver the project on time, on budget, and with a smile on everyone’s face. Hopefully it is your Sponsor’s agenda as well.



This presentation will discuss how to prepare your project for a successful journey, focusing on how to on-board your sponsor, the features of a good sponsor, and what to do if they are unengaged, uncomfortable in the role or at the wrong level of the organization. We will also discuss how to build a relationship with your sponsor and leverage your influence with them to set your project up for success. The major points to be covered include:

- ✓ How to prepare for a successful project
- ✓ Defining a “good Sponsor”
- ✓ On-boarding and training your sponsor
- ✓ Hints and tips for many of the problems you will face with your sponsor

Learn how to recognize the problem signs before it’s too late and make you and your sponsor a winning team.

Presentation and Workshop Library

Topic Title: *There are No Politics in the Project World – 50% Power Skills/50% Business Acumen*

Presentation Abstract

Business people are faced with lots of data and have to make lots of decisions; and there are plenty of options and opinions about those decisions. If someone does not support your "project" or your "strategy" it is because they have a different perspective that is based on their experiences and priorities. Their lack of support for your idea is not politically based; it's because "you" do not understand their perspective. It is up to you to listen better and try to appreciate an alternative view. Hopefully the other person or department will try to appreciate your good idea too.

The major points to be covered include:

- ✓ Its Win-Win, not Win-Lose
- ✓ "Walking a Mile in their Shoes" – understating the other perspective
- ✓ Building relationships to eliminate conflict
- ✓ Hints for when things get messy

This presentation will discuss how to take out (or at least reduce) politics in your project, program or portfolio, leaning on effective, pro-active approaches by altering your view of "politics" and improving your understanding of other perspectives.



Topic Title: *The Situational Project Leader: Up, Down and All-around – 50% Business Acumen/50% Power Skills*

Presentation Abstract

Different situations demand the use of different tactics or approaches. Are you the boss, a peer or a subordinate? Do you have the necessary influence and know how to use it? Are you in a group or one-on-one meeting? Are you face-face, on a call or using a video presentation tool? In order to be successful in any situation you need a bag full of tools and techniques to minimize "noise", focus on the situation and provide the necessary leadership.



The major points to be covered include:

- ✓ How to use Influence and survive Politics
- ✓ Knowing when to build rapport, gather information or lead a discussion – and how to do each
- ✓ Knowing when to let the other party "fail"
- ✓ Situational examples hints and tips

Whether you are a leader now or a leader-in-waiting, this presentation will provide practical content and follow-up with exercises and case studies to emphasize key points to help you achieve the best win-win outcome for you, your team and your project.

Topic Title: *Leading Strategic Initiatives: Managing Innovation Through Organizational Change – 50% Business Acumen/50% Power Skills*

Presentation Abstract

As project professional we continually leading strategic efforts to improve our organization's ability to deliver our goods or services. Most of the efforts require creative innovative thinking and the ability to manage cultural change to be successful and avoid the landmines always present in our world. This presentation will combine strategic concepts around managing innovative initiatives and how to plan for and deliver culture change management. The major points covered include:



- ✓ Understanding the need and making the case for Innovation and Organizational Change (OCM)
- ✓ Obtaining and effectively using influence and Politics, including The Spheres of Influence – stakeholder management tips
- ✓ Communication Musts, Sales and Negotiations – when and how to use them
- ✓ Typical barriers or roadblocks

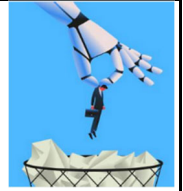
This session is designed to spur creative thinking, demonstrate strategies for success as well as techniques for providing leadership in your organization – no matter what level you are presently at in your org chart. I will present content with real-life examples and utilize interactive exercises to emphasize the key points throughout the session. Think Win-Win, not Win-Lose

Presentation and Workshop Library

Topic Title: AI for the “Real” Project World – 50% Business Acumen/50% Power Skills

Presentation Abstract

“AI can solve everything” ... “AI can do all of our work for us” “AI is the Silver bullet” ...Well not really. Between exaggerations and hallucinations AI is building a rep for being over-hyped. So, what can AI really do to help the project professional?



This presentation will talk about the good, the bad and ugly of the propaganda surrounding the AI revolution. The major points to be covered include:

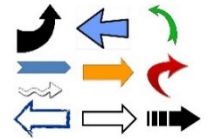
- ✓ *Where can AI help the project professional*
- ✓ *Where is AI of no help at all or a hindrance*
- ✓ *Prompting basics for the project world – the key to effective use of AI*
- ✓ *How to counter management’s excitement or concerns around AI and its over-the-top hype*

This session is a balanced conversation around how using AI offers many advantages and can save time in the administrative areas of your job. But falls way short in the 2 most important aspects of successfully delivering a project – Leadership and Strategy.

Topic Title: Managing Change and Surviving to Talk about it – 75% Power Skills/25% Business Acumen

Presentation Abstract

Project, Program and PMO Managers are in the business of improving the organization they work for. This improvement often leads to the need to change the organization, a department or some people’s job. This session will quickly go through the strategic benefits of Organizational Change Management (OCM) and then delve into several tactical approaches for how to lead a successful assimilation of your initiative through the enterprise.



The major points to be covered include:

- ✓ Understanding the need: Why it is important to make a change and manage the process well
- ✓ Visioning the future for successful assimilation
- ✓ Foundations for success: Profiling advocates and detractors, including differences between individuals and groups
- ✓ Tips and tricks, including Building buy-in and continuous feedback, dealing with Issues, roadblocks and pitfalls

While most project professionals are taught how to run a project from kick-off to lessons learned, many either are unaware or struggle with the side effect of the organizational change that follows enterprise level projects deployments. This presentation will key in on reasons and techniques that are key to any rollout that impacts people.

Topic Title: Advanced OCM: Tactics to Implement a Successful Change Strategy – 50% Power Skills/50% Ways of Working

Presentation Abstract

After you figured out there is a need for Organizational change, and came up with a basic strategy. Now is the time to put some “meat on the bones” and determine how to implement the tactics to support your OCM effort. This session will dive into tools and processes that support your successful OCM effort.



The major points to be covered include:

- ✓ Reviewing the need for OCM
- ✓ Tools for tracking stakeholders (their power, interest, involvement) and your OCM progress
- ✓ Processes for engaging and communicating with everyone from individual affected up to Sr Executives who lead the teams
- ✓ Tips and tricks, including tracking progress, dealing with Issues, roadblocks and pitfalls

After knowing there is a need for organizing Organizational Change, the “how” is very important to offset the struggle with the side effects of the organizational change that follows most projects deployments. This presentation will key in on techniques and tools your rollout can use to survive the aftermath of your Go-Live.

Presentation and Workshop Library

Topic Title: Yes, and... Advanced Negotiations in a Project World – 60% Power Skills/40% Business Acumen

Presentation Abstract

Everyone needs the ability to effectively negotiate, especially project managers, staff managers and business analysts. They are continually challenged with the need to negotiate with their stakeholders around managing project scope, resource utilization, executive stakeholder involvement, funding or a host of other topics. This presentation will cover the principals of negotiations and the keys to a win-win outcome. The major points to be covered include:

- ✓ Typical pitfalls to be aware of and avoid
- ✓ Using negotiations in a project “Sales” situation
- ✓ What are the Great Negotiator skills – including the top 10 negotiation Rules to Live by
- ✓ Techniques and Tools to add to your tool-belt – including Trust and Respect’s impact on negotiations

This presentation will cover the basics and then quickly move into advanced topics, using exercises and situational case studies to emphasize key points, to help you achieve the best win-win outcome for you and your project.



Topic Title: Everyone is in Sales: Successful Tools & Techniques for Project Leaders – 100% Power Skills

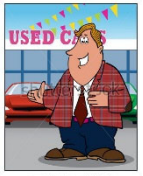
Presentation Abstract

Whether it is convincing a reluctant subject matter expert, an inexperienced sponsor, your boss or some other stakeholder to look at a situation differently every project leader needs to be able to influence others so that good decisions are made. To accomplish this feat everyone needs some level of “sales” capability. No one is asking you to turn into a “used car salesman”, but a lack of sales related skills and/or comfort level at influencing and negotiating impacts your ability to move from surviving to thriving in the project and business world.

The major points to be covered include:

- ✓ What is meant by selling, correcting many common misconceptions
- ✓ How everyone can embrace salesmanship, overcoming any concerns they might have
- ✓ Proven tips and techniques for turning a “layman” into a “good enough” salesperson
- ✓ Identify the stakeholders in the business world most in need of being “sold” and how to handle them
- ✓ Mentoring project teammates and others in your organization so they can join you as “good enough” salespeople

I will offer practical ways to improve your ability to convince that Sponsor to engage, help gain approval for an important proposal, assist with selling those pesky Finance folks on why it is in their best interest to accommodate you – by giving you the confidence and tools needed. The presentation will make extensive use of success stories from my 20+ years of sales and negotiations.



Topic: Agile, Waterfall, Iterative - Oh My!: Select, Integrate, Deliver in a Multi-Methodology Environment – 100% Power Skills

Presentation Abstract

In this day and age, Agile is a big part of how Software teams get their work done, while many other departments have not jumped on the same bandwagon. How does one manage projects and programs that need to co-exist, hopefully seamlessly? How does one gain acceptance (or tolerance) from Agile and/or Waterfall-only adherents?

The major points to be covered include:

- ✓ The many situations, good and bad, through which project leaders need to navigate
- ✓ The key times for handling this "opportunity" - Before and during project kickoff, and on-going
- ✓ Typical pitfalls and how to avoid them
- ✓ Best practices in integrating disparate methodologies, including Communication musts

This presentation will cover the full life-cycle – from Intake through Execution through Retrospective/Lessons Learned, and how you can navigate the choppy waters with you and your project intact.



Presentation and Workshop Library

Topic Title: Case Study: Building out a Cloud Solution - part Cloud, part Project Politics – 50% Power Skills/50% Business Acumen

Presentation Abstract

As a part of our company's strategic direction and improving our disaster recovery posture our company spent 2 years defining requirements, researching cloud hosting and cloud deployment partners and identifying key staff. Once we settled on those important decisions, we moved forward with a trial deployment. Upon completing the trial deployment we then developed a long-range strategic plan for migrating applications that fit our cloud strategy.



This presentation covers the planning, execution and role-out of this 3-year effort, as well as the multitude of new projects it spawned. I will cover the good, the bad and the “it could have gone better” aspects of this 3+ year effort. The major points to be covered include:

- ✓ How defining Requirements are different with the Cloud
- ✓ How to go about picking key partners
- ✓ How to build a team for Cloud projects
- ✓ Identifying Best Practices, and pitfalls, using a review mirror

This session will use a recent case study on a large multi-year project that changed the fundamental way the company worked, changed the go-forward strategy within multiple IT departments and energized the staff involved.

Topic Title: Managing Innovation in a Project World – 75% Business Acumen/25% Power Skills

Presentation Abstract

As project, program or portfolio managers we continually leading efforts to improve our organization’s ability to deliver our goods or services. Many, if not all, of the efforts require creative innovative thinking, yet the path to success is often littered with landmines. This presentation will discuss the need for innovation and how to instill it in your projects. By covering these major points:



- ✓ Understanding the need – making the case for innovation
- ✓ What skills are required for success: Bottom-up vs. top-down; Gaining team involvement; Promoting the cause
- ✓ Tools to utilize
- ✓ The Spheres of influence
- ✓ Key elements to consider
- ✓ Typical barriers or roadblocks that can hinder innovation

This workshop is designed to spur creative thinking from the audience on how they can lead others to innovate in their project world, providing leadership and forethought to generate an environment for a successful project outcome. I will utilize presentation content, interactive training exercises and real-life examples to emphasize the key points required to lead innovative initiatives and finish up with several case studies to reinforce the lessons learned during the session.

Topic Title: The BA/PM Conundrum – 50% Power Skills/50% Business Acumen

Presentation Abstract

Most projects require at least 2 project professionals – the Business Analyst and the Project Manager. When working together they can be a great force for delivering a great outcome. When there is disagreement on leadership, direction, priorities and/or approach, the project suffers. This session will discuss the occasional situations where conflict arises between a Business Analyst and the Project Manager and how to navigate them successfully for that great project outcome.



The major points to be covered include:

- ✓ The typical conflict points, and best practices in Conflict Resolution
- ✓ Communication keys and why they are so important
- ✓ How to create a lasting bond
- ✓ Tips and Hints for multiple scenarios, including when and how to negotiate with your partner

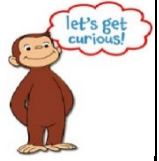
This session will use case studies, interactive activities and audience engagement to practice the lessons learned and review alternative approaches to the various scenarios. Learn to analyze your own strengths and weaknesses, and those of your project partner, while using the information to build strong, trusting relationships.

Presentation and Workshop Library

Topic Title: Surefire Scheduling to Ensure Schedule Performance! – 75% Ways Working/25% Business Acumen

Presentation Abstract

Have you ever developed the perfect project plan just to have it all go south before the end of the 1st month? In this presentation we will discuss more than just how to use a tool, but also the keys on how to work with your sponsor, Subject Matter Expert (SME) and other important stakeholders to gathering the right data points before even booting up your computer.



The major points to be covered include:

- ✓ The top common mistakes that derail your plans
- ✓ What are all the pieces of information needed for your plan and why you need them
- ✓ Interviewing techniques for gathering project data points
- ✓ How to build out your plan for easy on-going maintenance

No matter what tool you use learn to work with your team to build out an immediately functional, maintainable and easily shareable plan using this effective approach.

Topic Title: Selling the Value of the PMO and Project Management – 75% Power Skills/25% Business Acumen

Presentation Abstract

Most organizations have a steady stream of projects they need to execute on to meet organizational goals. To consistently deliver results from those projects they utilize project managers, often establishing a Project, Program or Portfolio Management Office (PMO) along the way. So why do those same organizations struggle with seeing the value of the PMO and their project managers and why is the life expectancy of a PMO so short?



This presentation focuses on the pitfalls many organizations fall into when evaluating their project managers and PMOs. We will then discuss proactive actions and best practices for placing the project management and PMO in a positive light. And finish up with covering what you need to do before you are asked the “big question” of what’s your organizational value.

The major points to be covered include:

- ✓ Survey results from regional organizations on this topic
- ✓ The traditional detractors and supporters and what to do with each
- ✓ Why setting up a PMO requires different skills than running it
- ✓ Comparing selling the value of a project manager vs. the PMO – how are they the same/how are they different
- ✓ What Sr. Management wants – and you need to deliver

This presentation offers a thought-provoking view of why organizations have a love/hate relationship with project managers and the PMO and what you can do to shine a positive light on your department and manage relationships within your organization.

Topic Title: Joeisms – Leadership Concepts and Other Sage Words of Advice – 50% Power Skills/50% Business Acumen

Presentation Abstract

This presentation will lean on quotes, sayings and observations that Joe has gathered in his 30+ years of leadership, staff supervision, project/program management and dealing with people in all walks of life, punctuated with real-life examples to reinforce key points. The major points to be covered include:

- ✓ Leadership, relationship growth and management “truths and constants”
- ✓ Communication principles when leading
- ✓ Sales and Negotiations nuggets for leaders
- ✓ Best practices and general sage advice when leading others and/or projects



This fun and informative session is certain get you to think about or remind you about ways to strengthen your soft skills around the office, improve interpersonal relationships and make you a more confident and effective leader.

Presentation and Workshop Library

Project Essentials

Topic Title: Ten Simple Ways to Screw-up a Good Project – 75% Ways Working/25% Power Skills

Presentation Abstract

Ever wonder what the most common, often simple things that happen during a project that can make or break its success? In this presentation we will discuss the ten most common ways a project could go wrong, and some lessons learned on how you might change that. From communications and sponsorship to political landscape, risk management and good planning, learn how you might help correct the course of a project gone wrong.



The major points to be covered include:

- ✓ The top 10 most common mistakes that derail your projects
- ✓ Joe's Truisms - how to overcome the common mistakes
- ✓ How to learn from "Dilbert" – the keys to repeatable, consistent project success
- ✓ Communications - what you need to know and practice

Learn to take your "game" to the next level by accepting and practicing these common sense, yet often overlooked, principals.

Topic Title: Q & A: Improving Project Success Through Better Listening – 100% Ways of Working

Presentation Abstract

Success in all areas of work and at all levels require 1 common skill – good communications. A key element to effectively communicating with someone is the ability to ask a question, and then listen and understand their reply.

This presentation will offer and approaches to. This presentation will offer multiple concepts and situational techniques, emphasizing the lessons with relevant stories and interactive exercises. The major points to be covered include:



- ✓ 3 major scenarios to keep in mind when asking a question
- ✓ "Listening to Understand"
- ✓ Clarifying and Validating
- ✓ What to do when the other person is only listening to reply
- ✓ How to lead the other person or group to the best/right decision, and have them feeling good about it

This concept may sound simple, but how many times have you been in a conversation where one party or another is thinking or saying "they just aren't hearing me"?

Topic Title: Project Management for Beginner: The Minimum You Need to Know to Thrive – 75% Ways Working/25% Power Skills

Presentation Abstract

Whether you and your boss have made a conscious decision to have you manage a project, or it happened organically, you now need to do more than your "normal" daily job. In addition, you now need to lead a project – so what does that mean?

This presentation will discuss the basics for successfully delivering a project on-time, on-budget with the desired scope, what artifacts are really needed vs. "optional", as well as building a right-sized project plan. The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes, and how to overcome the common them
- ✓ Project Charters – your savior
- ✓ Communications - what you need to know and practice
- ✓ How to build out your right-sized plan for easy on-going maintenance
- ✓ Interviewing techniques for gathering project data points

Successful completion of a project requires knowing the art and science of project management. This seminar will deliver the blend of skills you will need to be a Project hero.



Presentation and Workshop Library

Topic Title: Project Management for the BA – the Minimum You Need to Know to Survive – 75% Ways Working/25% Power Skills

Presentation Abstract

Whether you and your boss have made a conscious decision to have you manage a project, or it happened organically, you now need to do more than develop workflows, functional design specs, screen mock-ups or create other BA artifacts. In addition to doing your analysis work you now need to lead a project so what does that mean? This project is similar to “Project Management for the Beginner”, customized with examples and case studies specifically for the Business Analyst.



This presentation will discuss the basics for successfully delivering a project on-time, on-budget with the desired scope, what artifacts are really needed vs. “optional”, as well as building a right-sized project plan. The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes, and how to overcome the common them
- ✓ Project Charters – a new artifact to use
- ✓ How to build out your right-sized plan for easy on-going maintenance
- ✓ Different interviewing techniques for gathering project data points

Successful completion of a project requires knowing the art and science of project management. This seminar will deliver the blend of skills you will need to be a BA/PM hero.

Topic Title: Building Your Essential Project Leadership Soft Skills – 85% Ways of Working/25% Business Acumen

Presentation Abstract

Successful completion of a project is 80% art and 20% science. This seminar will focus on learning the soft skills required to be an “artist” – delivering projects on time, on budget, meeting all requirements while leaving a smile on everyone’s face. The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes
- ✓ Joe’s Truisms - how to overcome the common project mistakes
- ✓ Communications - what you need to know and practice
- ✓ Personality profiling yourself and your stakeholders to successfully achieve project goals
- ✓ Winning at Negotiations – with your team, your sponsors and any external resource



This seminar will use case studies and interactive activities to practice the lessons learned and review alternative approaches to troublesome scenarios. Learn to take your “game” to the next level by accepting and practicing these common sense, yet often overlooked, principals.

Topic Title: Using MS Project: Just the Minimum You Really Need to Know – 100% Ways of Working

Presentation Abstract

This workshop is a key for any project manager that needs to utilize a planning tool for projects that are too big to manage with a napkin or a spreadsheet. We will learn the basics of MS Project to develop, maintain and report project status. We will also cover the best practices for project plan management from start-up, through on-going maintenance to project closure. The major points to be covered include:

- ✓ Getting started – options, set-up and Navigation
- ✓ Building out the plan
- ✓ Resource and Dependency management
- ✓ Views, reporting, on-going validation and maintenance



This workshop will teach you everything you need to know to successfully build out and manage basic to complex project plans and is reinforced throughout with real-life examples and simple to follow exercises.

Presentation and Workshop Library

Custom/Combined sessions

Topic Title: Surefire Scheduling with MS Project: the Minimum You Need to Know – 75% Ways of Working/25% Business Acumen

Presentation Abstract

Do you need to lead projects that are too big to manage with a napkin or a spreadsheet? Have you ever developed the perfect project plan just to have it all go south before the end of the 1st month? This workshop we will blend the use specialized interviewing techniques and the key features of MS Project to help you effectively manage any size project plan.



The major points to be covered include:

- ✓ Understanding all the pieces of information needed before you boot up your computer
- ✓ Interviewing techniques for working with even from the toughest SME: sponsors, SMEs and other stakeholders
- ✓ Getting started with MS Project – options, set-up and navigation
- ✓ Building out the plan, including Resource and Dependency management
- ✓ Tips and tricks for on-going validation and maintenance
- ✓ Outputs for everyone using the most frequently used views and reports in MS Project

This workshop will teach you everything you need to know to successfully build out, manage and share basic to complex project plans and is reinforced throughout with real-life examples and simple to follow exercises.

Project Case Studies

Topic Title: Best Practices in Building out a Security Program – 100% Business Acumen

Presentation Abstract

With the ever-increasing reliance on technology, data, cloud solutions, overseas outsourcing and new applications all organizations have an increasing exposure to hackers, internal mischief and other security concerns. To counter these increased risks Security Programs continue to grow, mature and/or pop-up across all industries. This presentation focuses efforts needed to set-up and maintain a Security Program in today's world. The major points to be covered include:



- ✓ What Sr. Management wants – and you need to deliver
- ✓ The politics of Security: The traditional detractors and supporters and how to work with each
- ✓ What the Program should include/exclude - explaining your organizational value
- ✓ The skills required to set-up vs. on-going execution of the program

It is no longer just the organizations in health care, credit card/finance that need to protect their data and systems. Any organization with assets worth protecting should have a Security Program so that they can protect themselves against the risk of cyber-attacks, ransomware and other malicious actors.

Topic Title: Building out SCSU's PMO, and Other Tales of Success, Trial, Tribulation – 75% Business Acumen/25% Ways Working

Presentation Abstract

St Cloud State University (SCSU) has been embarking on an effort to improve their ITS department's ability to manage projects throughout the life cycle and provide optimum value to the University. In addition, ITS has been challenged with doing more with less resources and improving transparency to the campus stakeholders. To accomplish this SCSU set-out on a 12-month effort to define the Project Manager Office's (PMO) charter, set-up the policies, processes and artifacts and then execute on their charter.



To date SCSU has taken the steps to organize the PMO, define and create the required artifacts, determine resource availability, communicate and get buy-in from the major stakeholders and then complete the process for intake and project kick-off for their first cycle.

This presentation will discuss the project as it has unfolded from the beginning through the first intake cycle and the kick-off of projects, discussing the strategy and tactics used as well as the things that went well and lessons learned along the way.

Topic: Running a Successful itSMF ITIL Deployment (D)