



Professional Development Seminar

Expand your skills, invest in your team!

Project Management Fundamentals

Date & Time: Wednesday, April 17, 2019, 8:00am-12:00pm **Cost:** \$165

Location: Higher Education Center, Medford Rm 129B

Description: This four hour workshop provides an introduction to the language and framework of project management for managing projects of all sizes for any type of organization. The workshop covers the five traditional phases of project management and includes assessments to prepare the individual, organization, and team for project management. Participants will learn to identify project goals, constraints, deliverables, performance criteria, resource requirements, and control needs. Attendees are introduced to project management software, best practices and provided templates. Upon completion participants will have the tools to manage projects involving 3-5 people and spanning several months duration. We will lay out the basics of the classic Waterfall model, with a half-dozen hands-on exercises. A project will be demonstrated utilizing ProjectLibre software (freeware) to generate a Gantt Chart.

Learning Concepts:

- Define projects context with goals and performance
- Manage project success
- Stakeholder engagement
- Manage multiple deadlines
- Change management & project risk
- Understand the scrum and agile advantage
- Support cross functional teams
- Successes for adaptive response
- Achieve deadlines & deliverables through periodic review

Presenter: John Lamy has fifteen years of experience as a management consultant for technology firms around the globe, following a long history in research & development engineering management for Silicon Valley companies. John moved to Jacksonville in 2005 and more recently has enjoyed contributing his expertise to his adopted community. John and his wife like to sail, bike, kayak, ski, and spend time with their two amazing grandsons. John holds a B.S. from MIT and MBA from Cornell. He notes that project management and metrics can be applied to all sorts of things, including home projects, to make life *easier*.

