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CUSTOM SEMINAR DELIVERED  
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#### About the Seminar Leader:

Lowell D. Dye, PMP, provides project management training and consulting services to U.S. and international companies. He has conducted project management needs assessments, developed action plans, and helped corporate executives roll out internal project management programs, providing services to commercial and government clients in manufacturing, electronics, research and development, health care, information technology, insurance, and defense industries. A certified Project Management Professional through the Project Management Institute, Dye has co-authored two books and several articles and speaks frequently on project and portfolio-management topics.

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# Proactive Project Management in a Lean Environment

*Learn a flexible, yet structured process for proactive project management that works – even in constantly changing internal and external environments.*

#### What You Can Expect From This Seminar

Organizations that practice reactive project management soon discover that most projects are late, over budget, or fail to meet the customer's technical and business objectives. This seminar teaches proactive project management techniques and a proven process that will help you manage projects successfully – on time, on budget, and to the customer's satisfaction. You'll learn how to establish requirements, develop a strategy, create a project charter, define scope, establish time and cost baselines, manage risk, establish and manage stakeholder expectations, handle communication, deal with change, measure and track performance, and collect final project data. See how quality, effective teams, and clearly defined metrics contribute significantly to project success and customer satisfaction.

#### – Lowell D. Dye, PMP, Seminar Leader

*The seminar content complies with the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK) ANSI Standard ANSI/PMI 99-001-2000.*

#### Seminar Content

##### DAY 1 AM

- Introduction and overview
  - Why project management?
  - Benefits of project management
  - Project management processes
  - Organizational issues, roles, and responsibilities
- Project initiation
  - Developing a project strategy
  - Defining project success criteria
  - Establishing stakeholder expectations
  - Creating a project charter

##### DAY 1 PM

- Planning the project
  - Defining project scope and deliverables
  - Managing project quality
  - Estimating time and cost effectively
  - Establishing a project timeline; creating a schedule baseline
  - Establishing a budget; creating a cost baseline
  - Managing project risk

##### DAY 2 AM

- Executing the project
  - Communicating effectively
  - Managing stakeholder expectations
  - Managing project teams
  - Acquiring additional goods and services

##### DAY 2 PM

- Controlling the project
  - Project performance tracking and statusing
  - Project reporting tools and techniques
  - Managing project change
- Closing out the project
  - Collecting and reporting final data
  - Planning for transition
  - Conducting effective closeout sessions
- Benefits of lessons learned

#### Who Should Attend

Project managers, sponsors, and team members; business unit managers; functional/resource managers; and members of project support organizations (e.g., human resources, contracting/procurement, etc.).

#### How To Get the Most From This Seminar

Think about your good (and not so good!) experiences on projects. Come prepared to ask questions, share your experiences with others, and have fun.