

Project Management: Concepts & Consultation

Date: Thursday, April 19, 2012

Time: 8:00 a.m. – 5:00 p.m.

Registration Deadline: March 1, 2012

**Fee: None. Limited space.
First come, first served.**

Location: Pace University Graduate Center, One Martine Avenue, White Plains
*Partially underwritten by **CHASE** *

This one-day workshop is designed to share IBM's project management consulting expertise with not-for-profit organizations (NFPs), especially those with limited project management skills (overall), or those that want to develop skills in specific employees who are new to the topic. The focus is on the process of project management, and not on specific software tools.

Registering organizations need to commit to select a team of 3-4 staff who will participate in all of the following: one-hour kick-off conference call, complete a pre-work template assignment and attend an eight-hour workshop combining education and hands-on application of their pre-work.

Topics to be discussed:

- Overview of project management concepts
- Project initiation and planning
- Stakeholder management and communications planning
- Risk and issue management
- Project execution, monitoring and control
- Project closure and more

Pre-work Requirements:

- Conference Call: Friday, March 30, 2012 from 1pm-2pm
- Completion of Pre-Work Project Template: April 2 - April 10

Schedule:

- Thursday, March 1, 2012 - Registration Deadline
- Friday, March 30, 2012 (1-2 pm) Kickoff Telephone Conference – Call
- Monday, April 2 – Tuesday April 10, 2012 – Participants complete Pre-Work Template provided by IBM Consultants during March 30 conference call
- Wednesday, April 11, 2012 – Participants email completed Pre-Work Template to IBM Consultants
- In-Person Workshop on Thursday, April 19, 2012 from 8 am to 5 pm, lunch is included

Who should attend:

Agency Teams of 3-4 People.

Presenters:

This workshop is led by award-winning IBM consultants, including Martha Gibson, PMP, Project Manager, Knowledge and Collaboration at IBM and Stephanie Poole, Organization Change Strategy Consultant at IBM.

United Way now offers Eventbrite for online registration for the Management Center courses. Receipt of your registration will be emailed to you. To register online, please go to www.uwwp.org/pace.htm



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Mary Ann Luna, Director of Management Center Initiatives

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Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org



Applying organizations must register 3-4 staff:

1) Name _____ Title _____

Phone _____ Email _____

2) Name _____ Title _____

Phone _____ Email _____

3) Name _____ Title _____

Phone _____ Email _____

4) Name _____ Title _____

Phone _____ Email _____

Agency _____

Address _____

Workshop Participants: *By enrolling in a workshop, you hereby give consent for United Way of Westchester and Putnam to use your photograph or image in its print, online and video publications.*