

PM tec, Inc. Training Course Catalog 2009



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ABOUT PM tec, Inc.

PM tec is a project management solutions provider specializing in advanced project management training, on-site consulting, and project management systems implementation support. Our customers include construction, engineering, and manufacturing organizations, as well as municipal, state, and federal government agencies.

The PM tec training philosophy is to leverage the extensive project management expertise of our training staff in the development of our curricula and materials in order to deliver the most timely, applicable, and effective courses possible to our clients. All PM tec instructors are active project consultants in government and industry.

PM tec is a Registered Education Provider for the Project Management Institute (PMI), allowing us to provide PDUs and CEUs to course attendees for all of our PMI registered Courses.

Contact

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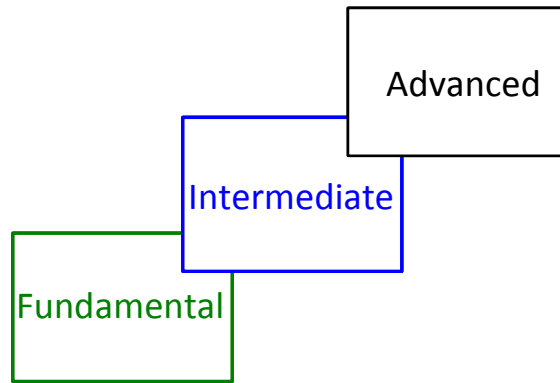
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PM tec COURSES

PM tec offers a blend of courses that provide both role and competency based Project Management curriculums.

| | Executive | Program MGR | Functional/ Line Mgr | Project Mgr | Team Mem: Core | Team Mem: Non Core | Project Control Mgr | Planner/ Sched | Cost Mgr | Constr Mgr | Engineer | Field Super | Contractor | Project Controls Spec/Eng |
|---|-----------|-------------|----------------------|-------------|----------------|--------------------|---------------------|----------------|----------|------------|----------|-------------|------------|---------------------------|
| Primavera Training | | | | | | | | | | | | | | |
| Project Management in P6 Web 3-days | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Project Management in P6 Client-Server 3-days | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Primavera 6.0 Administrator 1-day | | | | X | X | | X | X | | | X | | X | X |
| Advanced Project Management in Client-Server 2-days | | | | X | X | | X | X | | | X | | X | X |
| Resource Management in P6 Client-Server 2-days | | | | X | X | | X | X | | | X | | X | X |
| Primavera Advanced Project Management Best Practices & Techniques Training 2-days | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Resource Management in P6 Web 2-days | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Portfolio Management in P6 Web 1-day | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Contract Manager (Expedition) Basic 3-days | X | X | X | X | X | X | X | | | X | X | X | X | X |
| SureTrak Project Manager (Course offered by request only) 2-days | | | | | | | | X | | | X | X | X | X |
| Course 601: Planning and Scheduling with Primavera Project Planner (P3) Course 3-days | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Primavera Contractor 2-days | | | | | | | | X | | | X | X | X | X |
| Training | | | | | | | | | | | | | | |
| Project Management Basics | | X | X | X | X | X | | X | | | | | | X |
| Project Management for Teams 2-Days | | | | X | X | X | X | X | X | X | X | X | X | X |
| Basic Planning & Scheduling | | | X | X | X | X | X | X | X | X | X | X | X | X |
| Passport to PM Organizational Effectiveness 1-Day | X | X | X | X | | | | | | X | | | | |
| Risk Management 1-Day | | X | | X | | | X | | | X | | | | |
| Time Management | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| High Performance Project Planning | | X | X | X | X | | X | | X | X | X | | | |
| High Performance Project Execution | | X | X | X | X | | X | | X | X | X | | | |
| Project, Leadership, Stakeholder, Communication and Risk Management | | | | | | | | | | | | | | |
| EVMS Fundamentals 1-Day | | X | X | X | X | X | X | X | X | X | X | X | X | X |
| PM: Applying EVMS Techniques - 1-Day | | X | X | X | X | | X | X | X | X | X | X | X | X |
| EVMS Executive Overview - 4 hrs | X | X | X | X | | | | | | X | | | | |
| Functional/Line Manager 2-day Workshop | | X | X | | | | | | | | | | | |
| Program Mgmt Implementation, Structure & Integration | | X | X | X | | | | | | | | | | |
| Fast Start for Projects - 2 day Workshop | | | | X | X | X | | | | X | | | | |

Skill/Competency Levels:



Fundamental: Basic and fundamental content that provides a solid project management foundation.

Intermediate: Provides information on how to apply fundamental concepts and presents processes used successfully in projects.

Advanced: Highly interactive courses that present leading edge topics necessary for large, complex, high risk projects.

PROJECT MANAGEMENT COURSES

PM tec's project management course offerings have been designed to provide the student with specific skills and/or competencies to be applied to their role on the project management team.

Project Management Basics

Course No. 2364-PMRC

Cost: \$625 per Student

PDU's: 8

Prerequisite: None

Course/Skill Level: Fundamental

This workshop is a 1-day introduction to the subject of project management and is designed to provide fundamental exposure. The workshop is ideally suited for those who have some formal training in project management, and need a better understanding of the concepts and principles - either for their own work or in support of project teams. It also provides take-aways in the form of basic tools that can be immediately applied to small projects. Software tools are not discussed because of the many tools available and in use.

Competencies learned include: steps for planning a project, developing a work breakdown structure and an understanding of the inter-relationship of project scope, schedule and cost.

Project Management for Teams

Course No. 2364-PMT2

Cost: \$1,020 per person

PDU's: 16

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Fundamental, Intermediate

This 2-day interactive training course is for persons who serve in some capability on a project team. The course teaches the Project Management Institute principles (as documented in the Project Management Body of Knowledge), and how to translate and use these principles. This class is fully interactive. Participants will work as a team to build a project, thus building esprit-de-corps and teamwork through joint problem solving. This class is effective in developing integrated high-performance project teams.

Competencies learned include: planning and organizing a project, assigning resources and building project schedules, developing a risk plan and determining the project cost estimate and budget.

Best Practices in Planning & Scheduling

Course No. 2364-PSC

Cost: \$625 per Student

PDU's: 8

Prerequisite: None

Course/Skill Level: All

This 1-day course will cover techniques and methodologies used in creating and understanding a project schedule. This interactive class uses real examples to reinforce lessons learned so that students can leave class and begin scheduling their projects. The class covers reviewing and incorporating customer requirements through the competition of a baseline in an easy to understand manner. This class focuses on scheduling methodologies that can be applied to leading software programs.

Competencies learned include: Work Breakdown Structure, schedule planning, building schedule activities, network diagrams, relationships and working with critical path method, forward and backward pass and total float.

Passport to Project Management - Organizational Effectiveness

Course No. 2364-PTPMOE

Cost: \$625 per Student

PDU's: 8

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Intermediate

This 1-day training course demonstrates how an organization can realize the largest possible payoff in the shortest possible time by using project management as a core business process. A key focus of the course is how to tailor project management using risk-based graded approaches.

Risk Management

Course No. 2364-RISKMT

Cost: \$750 per Student

PDU's: 8

Prerequisite: Fundamental Project Management Training and >3 years of Experience

Course/Skill Level: Intermediate, Advanced

This 1-day course covers the standard risk management processes for assessing and managing project risk. Instruction will provide advanced techniques based upon lessons learned from; interviews, root cause analysis, benchmarking and statistical analysis. The course also offers in depth discussions on each step, how it is commonly implemented and how it can be successful utilizing techniques from other professional domains and organizations. It does not cover software tools.

Competencies learned include: systematic approach to evaluate risk, ability to recognize and overcome flaws and steps to create a risk management plan.

Time Management

Course No. 2364-TMPM

Cost: \$425 per Student

PDU's: 4

Prerequisite: None

Course/Skill Level: All

Mastering Time Management is one of the keys to good Project Management. In this 4-hour workshop, students will learn best practices for mastering and applying time management techniques. Whether you need a refresher or are looking for a better way to handle your current workload, Time Management is the key to doing more with the time you have. This is an interactive workshop that contains group exercises and self assessments of current skills and working practices.

High Performance Project Planning

Course No. 2364-HPPP

Cost: \$625 per Student

PDU's: 8

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Intermediate, Advanced

This 1-day course focuses on those subjects of the highest importance for successfully planning a project. The course translates theory into practical application through lecture and in-class exercises. The intent is for the student to take away concepts that are immediately useable on actual projects. Students should have an understanding of the fundamentals of project management and be ready to explore concepts that represent a high-performance approach to project initiation and planning. The course includes best practices from both the private and government sectors and is consistent with the principles of the Project Management Institute (PMI).

High Performance Project Execution

Course No. 2364-HPPE

Cost: \$625 per Student

PDU's: 8

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Intermediate, Advanced

The focus of this 1-day course is to identify project execution, monitoring and controlling and closing processes of the Project Management Institute (PMI) "Project Management Body of Knowledge (PMBOK)". The fundamental concept is to be able to identify key principles necessary to successfully conduct a project. This includes monitoring and controlling a project's scope, schedule and cost to the original plan (baseline). Learning is reinforced through interactive discussion and exercises.

Project Leadership, Stakeholder, Communication and Risk Management

Course No. 2364-LSC

Cost: \$650 per Student

PDU's: 8

Prerequisite: None

Course/Skill Level: Intermediate

This 1-day course is a behavior based presentation and discussion of the core competencies required to successfully lead and manage a project. It is ideally suited for those in the position of Project Manager and those who are aspiring to that role. The course is also appropriate for others who support the Project Manager in a project team capacity. The course presents the subjects of leadership, stakeholder management, communication and risk management as essential elements of project success. It also introduces the importance of critical thinking, problem solving, collaboration and decision-making as project core competencies. The course reinforces learning points through a series of interactive class exercises drawn from actual project lessons learned and culminates with a class exercise termed the "Omega Project".

Earned Value Management Systems Fundamentals

Course No. 2364-EVMSFU

Cost: \$750 per Student

PDU's: 8

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Fundamental, Intermediate

This 1-day course provides the fundamentals of project management and earned value. Participants will learn basic project planning, control and execution concepts, have sufficient knowledge of their role in the EV process, and develop an understanding of the cost and schedule performance outputs of an EV system. The course illustrates how earned value is a part of an overall project management system. The course is based on the organization's EVMS System Description and the 32 EVMS ANSI Guidelines, and references the organization's Project Management Process.

Competencies learned include: calculating cost & schedule variances, integrating scope, schedule and cost parameters, and understanding Earned Value as part of the Overall Project Management Process.

Applying Earned Value Management Systems Techniques

Course No. 2364-AEVMST

Cost: \$750 per Student

PDU's: 8

Prerequisite: 2364-EVMSFU - Earned Value Management Systems Fundamentals or equivalent

Course/Skill Level: Intermediate, Advanced

This 1-day hands-on course offers a full understanding of earned value, the development and maintenance of valid performance measurement baselines, the relationship to scheduling and cost/resource estimating, and enables use of concepts, variance analyses techniques and reports. The course includes hands-on use of EVMS statistical concepts for schedule and cost variance analysis, trending, and forecasting. The first day of this course consists of the 1 Day EVMS Concepts and Terminology Overview course. This course is based on the organization's EVMS System Description and the 32 EVMS ANSI Guidelines.

Earned Value Management Systems Executive Overview

Course No. 2364-EVMSEO

Cost: \$425 per Student

PDU's: 4

Prerequisite: Fundamental Project Management Training

Course/Skill Level: Intermediate, Advanced, Executive

This 4-hour course provides high level exposure to EVMS for senior managers and others who need to understand the basics of EVMS, Government requirements, and the key value points of earned value management. This overview reviews the origins of earned value and current industry standards. The session also provides information on what management should expect from earned value, the outputs/products of an earned value system, and how to interpret earned value data. The course is based on the organization's EVMS System Description, the 32 EVMS ANSI Guidelines.

Note: For Course Agendas visit www.pmttec.com

PROJECT MANAGEMENT WORKSHOPS

For organizations that prefer or require a more hands-on approach to training, PM tec offers a series of project management workshops facilitated by our most experienced project managers. The workshops are execution-versus-theory-oriented and specifically demonstrate how to apply project management tools, techniques, and methods to the real-world execution of projects.

Program Management Implementation, Structure & Integration

Workshop No. PMISI

Cost: \$625 per student

Course/Skill Level: Intermediate, Advanced

This is a 1-day interactive session where participants work cooperatively to discuss options and build common project management goals and an implementation approach for “how” to implement Project Management within their organization.

Competencies gained include:

- A fundamental understanding of program/project management as a business process
- The needs of the organization and its current project management maturity level
- Identification of desired end-state of project management in the organization
- Building an action plan/roadmap/schedule for implementation

Functional Manager Workshop

Workshop No. FMW2

Cost: \$1,200 per student

Course/Skill Level: Intermediate, Advanced

This 2-day workshop provides a critical understanding for middle management on how actions and behaviors create an environment that is necessary for any improvement plan to be successful. Studies have indicated that the presence of such a supporting environment leads to a much higher probability that implementation within that organization will succeed. The workshop design is structured on the realization that customer-focused Project Management is a very different approach to the way that business is traditionally conducted. The workshop is execution-versus-theory-oriented and specifically demonstrates how middle management can be the champion or the roadblock to successful implementation.

Upon completion the participants will be able to understand portfolio management methodology, create and prioritize action plans to implement project management and document risk and issues.

Senior Management Workshop- Converting Strategy to Action

Workshop No. SMWCS

Cost: \$1,500 per student

Course/Skill Level: Advanced

This 2-day workshop provides a critical understanding for senior management on how actions and behaviors create an environment that is necessary for a customer-focused, project management culture to be successful. Studies have indicated that the absence of such a supporting environment leads to a much higher probability that implementation within that organization will fail. The workshop design is structured on the realization that customer-focused Project Management is a very different approach to the way that business is traditionally conducted. The workshop is execution-versus-theory-oriented and specifically demonstrates how the methodology can be used by organizations to achieve their strategies, goals and objectives.

Note: For Course Agendas visit www.pmtec.com

FAST START FOR PROJECTS™

Workshop No. FSP2

Cost: Project Specific

Course/Skill Level: Intermediate, Advanced

This is a workshop that enables a project team to complete the project definition and planning of a project in the shortest possible time. The outcome of the Fast Start process is an integrated project scope, schedule and cost baseline, documented in the form of a project plan. This workshop is facilitated by concept, an expert project management facilitator, assisted by a scheduler/project analyst, works with the project team over 2 days, at a single location, to produce the project baseline plan.

Upon completion of the workshop, the project team will have developed the following elements of the project plan:

- Initial scope, schedule, and cost plan
- Project team responsibility matrix
- Project Risk Plan
- Project Plan developed to a sufficient degree to transition to the next phase of project funding and approval

ORACLE PRIMAVERA SOFTWARE TRAINING

As an Oracle Partner, PM tec provides Oracle Primavera software, training and project control solutions tailored to our customer's needs and business requirements. All of our software training instructors are certified by Oracle and are active consultants, enabling them to enhance the courses and materials with real-world examples and best practices based on years of experience.

Project Management in Primavera P6 Web

Course No. 101

Cost: \$1,295 per student

PDU's: 19.5/1.95 CEUs

Prerequisite: Fundamental project management training, knowledge of MS Windows

Course/Skill Level: All

This 3-day course provides hands-on training for Primavera's Web-based solution. Participants will create a project, add activities and relationships, customize activity views, assign resources, adjust the project plan to account for schedule delays and over-allocated resources, and analyze portfolios. Participants also will customize dashboards. Hands-on workshops help students create and track an entire project to completion.

Project Management in Primavera P6

Course No. 102

Cost: \$1,295 per student

PDU's: 19.5/1.95 CEUs

Prerequisite: None

Course/Skill Level: All

This 3-day course provides hands-on training for Primavera's version 6.0 client/server based solution. Participants will gain a thorough background in the concepts and techniques of planning and scheduling. The course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, scope and costs.

Upon completion students will be able to:

- Add a project to the Project Structure
- Create a Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps and Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources and Costs
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Status the Project
- Analyze the Updated Project

Administration in Primavera P6 and P6 Web Access

Course No. 106-A
Cost: \$500 per student
PDU's: 6.5/.65 CEUs
Prerequisite: P6 Course 102
Course/Skill Level: All

This 1-day course provides guidance on setting up enterprise data in P6 Client-Server and P6 Web, including the creation of calendars, project codes, activity codes, resource codes, financial periods, and cost accounts. The course also covers how to set up users and establish security.

Advanced Project Management in Primavera P6

Course No. 106-P
Cost: \$895 per student
PDU's: 13/1.3 CEUs
Prerequisite: P6 Course 102
Course/Skill Level: All

This 2-day course provides in-depth project management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-P course covers advanced subjects such as earned value analysis; updating baselines; and top-down budgeting. Hands-on workshops enable students to apply skills learned throughout the course.

Resource Management in Primavera P6

Course No. 106-R
Cost: \$895 per student
PDU's: 13/1.3 CEUs
Prerequisite: P6 Course 102
Course/Skill Level: All

This 2-day course provides in-depth resource management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-R course covers advanced topics in managing resource allocation, future-period bucket planning and resource leveling. Extended workshops at the end of each day provide an opportunity to apply new skills and functionality.

Primavera Advanced Project Management Best Practices & Techniques Training

Course No. 106ADV

Cost: \$895 per student

PDU's: 13/1.3 CEUs

Prerequisite: P6 Course 102

Course/Skill Level: All

This 2-day course provides customized, advanced training on P6 client software. Participants will have the opportunity to refine their understanding by learning advanced techniques for activity coding, user-defined fields, global changes, baseline management, using Claim Digger (Schedule Comparison), enhanced statusing, formatting, layouts, Report Wizard and Report Editor, by learning tips and tricks from a leading Primavera-certified Trainer. The course includes lectures, discussions and hands-on workshops; which enhance your focus on and expression of the three basic elements of project management: schedule, scope and costs.

Resource Management in Primavera P6 Web Access

Course No. 107

Cost: \$895 per student

PDU's: 13/1.3 CEUs

Prerequisite: P6 Course 101 suggested

Course/Skill Level: All

This 2-day course provides hands-on training in P6 Web, focusing on resource management. Participants will gain a thorough background in the concepts of resource management by adding a resource to the enterprise resource pool; planning for resource needs in future projects; staffing resources on current projects; and managing resources to ensure they are fully utilized. Workshops provide an opportunity to apply new skills and functionality.

Portfolio Management in Primavera P6 Web Access

Course No. 109

Cost: \$500 per student

PDU's: 6.5/.65 CEUs

Prerequisite: P6 Course 101 suggested

Course/Skill Level: All

This 1-day course provides hands-on training on managing portfolios in P6 Web. Topics include creating a portfolio, viewing and analyzing portfolio performance, creating portfolio views, capacity planning, waterline analysis, and managing issues and risks. A case study at the end of the day reinforces new skills and functionality.

Contract Manager (Expedition) Basic

Course No. E202

Cost: \$1,295 per student

PDU's: 19.5/1.95 CEUs

Prerequisite: A working knowledge of Microsoft Windows™ and Internet Explorer™

Course/Skill Level: All

This 3-day course provides hands-on training for Primavera's Contract Manager web-based solution. During this three-day course, participants will learn project cost control and document management.

Upon completion students will be able to:

- Create a Project
- Develop a company directory
- Track Drawings
- Track Daily Reports
- Prepare Meeting Minutes
- Log and track submittal items
- Document Issues
- Track Costs and Contracts
- Set up and status of payments requisitions
- Manage the change process
- Use reports for analysis
- Resolve Issues
- Resolve Issues

Introduction to Primavera SureTrak Project Manager (course offered by request only)

Course No. 401

Cost: \$895 per student

PDU's: 13/1.3 CEUs

Prerequisite: Fundamental Project Management Training and knowledge of Windows™

Course/Skill Level: All

This 2-day course provides a comprehensive overview of SureTrak Project Manager for Windows. It examines how to use SureTrak for project planning, scheduling, control, and analysis.

Upon completion students will be able to:

- Create a Project
- Set-up Calendars
- Add Activities and Relationships to a Project
- Organize a Project using Activity Codes
- Perform Schedule Calculations
- Apply Constraints to Reflect Reality
- Manage Resource & Costs
- Create and Customize Layouts
- Apply Filters to a Project
- Track & Record Progress
- Create Project Reports
- Modify Activity Information

Planning and Scheduling in Primavera Project Planner® (P3®)

Course No. 601

Cost: \$1,295 per student

PDU's: 19.5/1.95 CEUs

Prerequisite: A working knowledge of Microsoft Windows™ and Internet Explorer™

Course/Skill Level: All

Getting started with P3, through hands-on, basic training. During this 3-day course participants will gain a thorough background in the concepts of planning and scheduling while learning P3.

Managing Projects in Primavera Contractor

Course No. 700

Cost: \$895 per student

PDU's: 13/1.3 CEUs

Prerequisite: Fundamental Project Management Training and knowledge of Windows™

Course/Skill Level: All

This 2-day course provides hands-on training for contractors. It examines how to plan, schedule, control, and analyze projects.

Upon completion students will be able to:

- Create a Project
- Assign Calendar to a Project
- Add Activities and Relationships to a Project
- Organize a Project using Activity Codes
- Perform Manual Schedule Calculation
- Apply Constraints to an Activity
- Track Progress on an Activity
- Create and Customize Layouts
- Apply Filters to a Project
- Customize Appearance of a Project for Reporting
- Import and Export Project Data
- Modify Activity Information

Note: For Course Agendas visit www.pmtec.com

For More Information and Class Schedules...

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