

T&T* Project Management System for Technical Environments

* *T & T = Tried and True (not just theory)*

Montgomery County Maryland Dept. of Economic Development will sponsor this professionally-lead workshop for all who need to successfully (on time, under budget with performance goals met) manage projects of all kinds. Projects are defined as discrete work packages with set goals, specific periods of performance and limited budgets. Often these occur as a result of a special need that does not fit neatly into a firm's main organizational structure, or as the result of receiving a contract from an outside funding source. This event is designed for Project Managers from firms and projects of all sizes.

INSTRUCTOR: John Davis serves as the CEO and General Manager of JADE Research Corporation, He leads more than 20 PM relevant workshops every year and is widely recognized as a leading national authority on the subject of R&D projects and SBIR/STTR. Davis is currently writing a book on Project and Proposal Management in Multi-Dimensional Cultures and is a much-published author, a popular lecturer and an often invited speaker on Developing Federal Proposals and on R&D Project Planning & Management. Davis brings over thirty years of progressive, hands-on experience as a Research Engineer, Project Manager, Proposal Manager, Marketing Director, entrepreneur and C-level executive in leading technology firms. See what past workshop attendees and sponsors have to say about the instructor at <http://sbir.us/course/workquot.html>.

**NOTE: Your satisfaction with the value of this event is
100% guaranteed**

What You Will Learn

- + **How to properly plan and cost estimate projects -- part of the proposal;**
- + **How to get "buy in" from the project's team members;**
- + **How to monitor progress against technical, cost and schedule goals;**
- + **How and when to report progress, and problems, to stake holders; and**
- + **How to protect your career** (Project Management is one of the most dangerous career positions a person can take. This danger is especially pronounced for small, short duration, low-budget projects and/or working in organizations that lack refined PM cultures. This is no place for the uninitiated -- learn how to do it right.)

WHEN: 24 June 2008 from 12:00 Noon to 5:30 PM

WHERE: Maryland Technology Development Center (MTDC)
9700 Great Seneca Hwy Suite 152 Rockville, MD 20850
Phone: (301) 217-0023 Fax: (888) 219-0347

NOTE: SEATING IS LIMITED TO THE FIRST 35 REGISTERED

TUITION: \$225 (\$195 if registered and paid by 20 June)
VISA, Master Card, PO or checks accepted

Proposal Management Seminar Agenda

(representative – not the actual)

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|-------------|---|----------------------|
| I. | Introduction (all participants) | 12:00 - 12:15 |
| II. | The Surprising Philosophy Project Management | 12:15 - 1:00 |
| | A. Defining project/proposal management & your role. | |
| | B. Corporate vs project operations and needs - the PM culture | |
| | C. Supporting data and reporting cycles | |
| | D. Real vs apparent authority and other issues | |
| III. | Planning and Preparation for Success - Module 1 | 1:00 - 2:00 |
| | E. The homework | |
| | F. The Processes and Tools of PM | |
| | G. Setting objectives | |
| | H. Organizing | |
| | I. Work Breakdown Structures | |
| | BREAK | 2:00 - 2:15 |
| IV. | Planning and Preparation for Success - Module 2 | 2:15 - 3:45 |
| | J. Team Exercises – building you own WBS | |
| | K. Cost estimating the project | |
| | L. Task Authorizations (TA) – getting "buy in" | |
| IV. | Project Monitoring and Control | 3:45 - 4:30 |
| | M. Tools | |
| | N. Reviews – looking for trouble | |
| | O. Responding to trouble | |
| | P. Subcontractors and consultants | |
| | Q. Customers and your management | |
| IV. | Management & Proposals for Federal Projects | 4:30 - 5:15 |
| | R. Responding to federal solicitations | |
| | S. Constructing Proposal Budgets | |
| | T. Specific Requirements & Evaluation Criteria | |
| V. | Final Considerations and Q&A | 5:15 - 5:30 |

NOTE: A workbook containing presentation slides and space for notes is included.

To register, get more information or understand the refund policy:

- # surf to <http://sbir.us/> then click on the "SBIR Events" link
- # call 410-315-8101 OR E-mail JADE Research Corp. at SBIR@sbir.us
- # for local Rockville, MD information contact the MTDC at (301) 217-0023