

Management Seminars

Executive Summary

Session 1: Aligning Projects with Business Strategy

This is a leadership seminar focusing on business and management strategies to make the company more agile and successful. The benefits of aligning projects to the organization's business strategy will be elucidated through a look at research studies and industry quotes. The role of projects, project management, and project portfolio management (selecting which projects to do) in successful companies will be revealed. The organizational processes, structures, and people required to attain this higher operating level will be detailed. This session will train leaders to view projects as investments, and to think and act strategically in project deployment. It will also touch on some "best practices" in the industry, garnered from companies which have been most successful in aligning projects with business strategy.

Session 2: Workflows & Processes

Putting project management practices into action is the focus of this session. Workflows and processes will be suggested for project requests, the project review process, and the project charter. Each of these will be looked at in detail and specific ideas and recommendations given for information gathering, project assessment and prioritization, and decision-making. The role of the Project Steering Committee will be discussed, including the character traits and responsibilities of committee members. The difference between consensus and commitment will be elucidated. "Homework" assignments will be given.

Session 3: Project Leadership

In this session, the roles of the Project Manager and Project Sponsor will be discussed. The ideal character traits, tasks and responsibilities of each will be detailed. The organizational positioning of these roles for optimum success will be discussed. The results from Session 2's homework assignments will be discussed.

Session 4: Project Execution

In this session, project metrics will be discussed, including what to measure, how to measure, and project reporting. Project management tools, including various software programs, will be discussed and the role these might play in facilitating reporting and project management. The role of the change control process and change control board will be discussed, as well as why not having adequate controls cause the demise of projects. The PMI standards for project planning, executing, monitoring & controlling will be taught.

About the Speaker:

Cheryl Austin is a seasoned project manager, with over 25 years experience in healthcare and laboratory environments. She is a member of PMI (the Project Management Institute) and is currently managing partner of Austin Strategic Partners, an independent consulting firm based in Nashville, TN. Ms. Austin holds a BS in Chemistry and Math from MTSU, and an MS in Biomedical Engineering from Vanderbilt. She is the author of several peer-reviewed scientific articles, and has successfully managed small, medium, and large-sized projects in a variety of healthcare, laboratory, and IT environments.