

Fran Berman



Speaker ♦ Author

**Change
Technology
Productivity**

"She has an excellent understanding of the subject matter and makes the learning environment a stimulating one."

Mary Wuerfl
County of Orange
Social Services Agency

Tailored to Your Audience

**Keynotes
Break-out Sessions
Half- and Full-day Seminars**

Project Management Series

Project Management: On Time, On Budget, On Scope

Manage multiple projects so that you and your entire team look good! Start with clear goals and a realistic plan.

- Why and how to clearly define and limit scope
- How to identify stakeholders and what they need from the project
- Building blocks to form and structure an effective project team
- Maximize your project's success with the "triple constraints"

Project Teams and Teamwork

Getting buy-in from team members and support groups can make your job easier. It takes solid leadership and clear communication skills.

- Why teamwork is vital
- The top motivators that engender team members' commitment
- When, to whom, and how to delegate
- How to get team members and support groups to take responsibility

Monitoring and Tracking Projects

The top project managers use practical techniques and tools to get their projects done successfully. Learn which ones can help you.

- Why developing a PERT chart is critical
- The difference between the Work Breakdown Structure and Gantt charts
- Tools to track who was supposed to do what by when
- How to track multiple projects without being buried in paperwork

Trouble-Free Troubleshooting

Even when the team works together like a well-tuned machine, outside forces can derail the project. Work well with others who can make or break the project.

- Why "scope creep" happens and what to do about it
- How to get derailed projects back on track
- Working with contractors and vendors
- What to do when resources are not available as planned

The Home Stretch: Project Completion

All too often, this last phase can endanger all the hard work and results that have been achieved. After all the time, energy, and money you've invested, make sure your projects end on a high note.

- How to identify and tie off the loose ends
- Getting acceptance from the project originators
- Checking off the checklist
- Setting yourself up for future successes



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