

## 2021 PROGRAM DATES

Each of the four course sessions will be held in the morning from 8:00–10:00 a.m. Sessions will be presented via Zoom Webinars.

Day 1: February 2  
Day 2: February 16  
Day 3: March 2  
Day 4: March 16

The cost is \$275 per person for Oshkosh Chamber members for the entire course. Upon completion, each participant will be issued a certificate.

Register now at [www.oshkoshchamber.com](http://www.oshkoshchamber.com) or call (920) 303-2266.

## WHY THIS PROGRAM?

Andy has been a vital part of teaching others the importance and goals of project management. Testimonials from his previous seminars:

- I felt this course and Professor Miller were excellent! I appreciate his insight and can readily apply what he taught in the seminar in my work as a technical lead and as I move into a Project Management role at my organization.
- Andy did a good job providing tools folks can use in day-to-day business applications. He is also very comfortable with the subject and provides real experiments.
- I can see that having this in years gone by would have been so helpful. Years of working where project management was handing out tasks and Wild West mentality. Time constraints were always handed to you and never open for discussion

## PROJECT MANAGEMENT FACTS

Organizations that place a high priority on creating this [PM] culture report 71 percent of projects meeting original goals and business intent versus 52 percent that place a low priority on it. (PMI Pulse of the Profession 2016)

The ideal skill set - a combination of technical, leadership, and strategic and business management expertise - is embodied in the PMI Talent Triangle™. When Organizations focus on all three skill sets, 40 percent more of their projects meet goals and original business intent. (PMI Pulse of the Profession 2016)

Projects are 2.5 times more successful (89 percent versus 34 percent) when proven project management practices are used. In addition they waste 13 times less money. (PMI Pulse of the Profession 2016)

High-performing organizations - those that average 80 percent of projects on time, on budget and in line with goals - are nearly twice as likely to use formal project communication plans compared to low performers..... (Communication: The Message is Clear (PMI))



For more information on the seminar series  
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# INTRODUCTION TO PROJECT MANAGEMENT SERIES



A series offered by the  
Oshkosh Chamber of Commerce



## SERIES OVERVIEW

The series will be an 8 hour “Introduction to Project Management” spread out over four sessions, with a combination of lecture and facilitated group workshop. The goal will be for participants to leave with tools and techniques they can use to begin more effectively managing projects.

The seminar will follow the Project Management Body of Knowledge (PMBOK), the global standard for project management, to allow participants to come to a common understanding of project management concepts and terms.

## INSTRUCTOR BIO

Andy Miller is a Senior Lecturer at the University of Wisconsin Oshkosh, where he teaches Introductory and Advanced Project Management classes as well as quantitative analysis. Prior to coming to UW Oshkosh he had almost 20 years of experience in project management, sales and marketing, and software engineering. His industry experience includes leading product development teams on projects for major clients. He has 6 patents to his credit for software development.

He is a certified Project Management Professional (PMP) and is active in the local Project Management Institute (PMI) Chapter where he served as past President.

Andy has an MBA from the University of Wisconsin Oshkosh and a B.S. in Computer Science and Engineering from the Milwaukee School of Engineering.



## PROJECT MANAGEMENT SERIES CURRICULUM

### Day 1:

Introduction to Project Management & Project Initiation

- 1) Introduction to Project Management
  - a) Project Management Basics
  - b) Formalizing it – The PMBOK
  - c) Project Management Knowledge Areas
  - d) Professional and Educational Resources
- 2) Project Initiation
  - a) Overview
  - b) Project Selection
  - c) The Project Charter
  - d) Constraints
- 3) Overview of the Project Plan
  - a) Why is planning the most important part of Project Management
  - b) What is a Project Plan?

### Day 2:

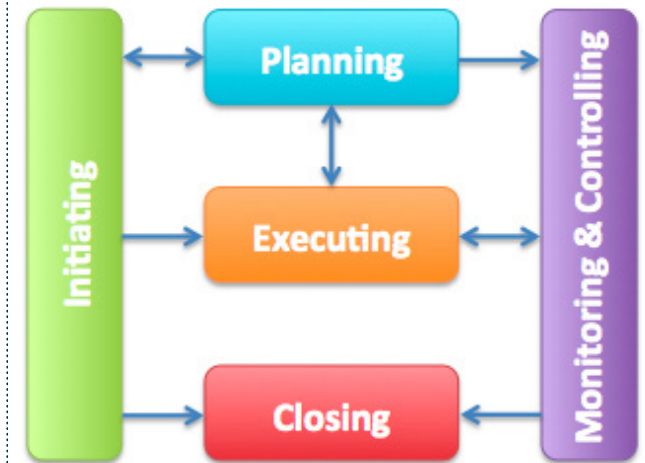
Project Planning (Part 1)

- 1) Project Scope Planning
  - a) Statement of Work
  - b) Identifying Requirements and Deliverables
  - c) Developing a Work Breakdown Structure (WBS)
- 2) Project Budget Planning
  - a) Sources and Classification of Costs
  - b) Cost Estimation Techniques and Issues
  - c) Project Budgeting Procedures
  - d) Contingencies

### Day 3:

Project Planning (Part 2)

- 1) Project Schedule Planning
  - a) Activity Definition
  - b) Scheduling Techniques
  - c) Documenting the Schedule
  - d) The Critical Path



Project Management Body of Knowledge

- 2) Project Risk Planning
  - a) Risk Management Basics
  - b) Risk Identification and Impact Analysis
  - c) Planning Risk Responses
- 3) Project Human Resource Planning
  - a) Team Selection and Structures
  - b) Establishing Responsibilities (the RACI Chart)

### Day 4:

Project Execution and Closeout

- 1) Project Execution
  - a) Monitoring Project Progress
  - b) Project Communications/Status Reporting
  - c) Change Management
- 2) Project Closeout
  - a) Archiving Documents
  - b) Lessons Learned