

The Dark Arts of Project Management Series (intermediate to advance)

1. The Dark Arts of Project Management: Influence and Politics (D,W)
2. How to be a Chameleon: The Key to Project Success (D,W)
3. How to Train Your Dragon: a Project Sponsor Primer (K,D)
4. Yes, and... Advanced Negotiations in a Project World (K,D,W)
5. Managing Change and Surviving to Talk about it (K,D,W, 1)
6. Managing Innovation in a Project Management World (K,D,W,1)
7. Project Stakeholders: Dealing with Sleeping Giants to Saboteurs (K,D,W)
8. The Art of Sales and Selling: Tools & Techniques Everyone Needs to Know (K,D,W)
9. Surefire Scheduling to Ensure Schedule Performance! (D,W, 2)
10. Selling the Value of the PMO and Project Management (K,D)
11. Leadership: The Making of a Professional, Enterprise PM (D,W)

Project Management Essentials (beginner)

1. Ten Simple Ways to Screw-up a Good Project (K,D)
2. Project Mechanics for the Beginner: the Minimum You Need to Know to Thrive (D,W)
3. Building Your Essential PM Soft skills (D,W)
4. Using MS Project: Just the Minimum You Really Need to Know (W, 2)
5. Project Management for the BA (D,W)

Case Studies

1. Best Practices in Building out a Security Program (D)
2. Building out SCSU's Project Management Office (PMO) (K,D)
3. Running a Successful itSMF ITIL Deployment (K,D)

In the works.....

- Avoiding Project Management by Heroism (K,D)
- Tales from a Professional Guesser: Getting to Close Enough (K,D)
- The PM/BA Conundrum (D)

Key

K=Keynote candidate

D=Dinner/Lunch/Breakfast candidate

W=Workshop or seminar candidate

1 = Often combined to make a workshop on Innovation that leads to Enterprise Change Management

2 = Often combined to make a complete workshop in building out a plan

Topic Title: The Dark Arts of Project Management: Influence and Politics – 60% Leadership/40% Strategy**Presentation Abstract**

Successful journey from start to finish of a project is not linear, clean, forecastable or easy. Your interest is to deliver the project on time, on budget with a smile on everyone's face, but others have conflicting interests.

Armed with your System Development Life Cycle (SDLC), a planning tool of your choice and the innocence that always comes at the start of a project you think you are set to go. Then the plan that you have worked so hard to perfect shows a flaw, falls behind schedule or budget, gets amended or completely thrown out altogether. How you minimize these occurrences and provide the best chance to survive the project intact.

This presentation will start with the Top 10 Keys to Success which include Communicate, Communicate, Communicate; Managing Change and Expectations; Pace, Perfection and Price – pick 3? We will then discuss how to become a Master Magician covering topics such as Winning at Politics; Control outcomes through Influence; Communicate & Motivate and why you need to Market the Project.

While it takes less than 8 hours to learn how to use a tool to manage a project it takes a lifetime to learn the art of successfully running a project. This presentation will focus on the Soft-side of project management, having fun with the topic and using audience participation and exercises to share the community's intelligence.

Topic Title: How to be a Chameleon: The Key to Enterprise Project Success – 100% Leadership**Presentation Abstract**

Successful delivery of any project requires you to communicate with, manage and influence people at all levels, both inside and outside your organization. Yet they all speak different "languages". And worse yet there isn't a roadmap, translation guide or hint sheet to tell you how to relate to each so that you can be successful.

This presentation will discuss how to identify your target audience, determine the communication styles and methods that works best for them and how to adapt your message, motivations methods and your style for optimum success. We will also discuss how to build a relationship with your sponsor and leverage your influence with them to set your project up for success.

The major points to be covered include:

- ✓ Defining what a Chameleon is in the project world and why it is important
- ✓ Defining and discussing the various target audiences and the keys to success for working with each
- ✓ The skills and dos/don'ts a project manager will need to be a Chameleon and the typical roadblocks
- ✓ Examples you can use immediately to become more effective

Learn how to recognize and adapt to everyone in your project world to optimize your leadership and messaging for project success.

Topic Title: How to Train Your Dragon: a Project Sponsor Primer – 80% Leadership/20% Strategy**Presentation Abstract**

A successful journey from start to finish of a project is not linear, clean, forecastable or easy. Your interest is to deliver the project on time, on budget, and with a smile on everyone's face. Hopefully it is your Sponsor's agenda as well.

This presentation will discuss how to prepare your project for a successful journey, focusing on how to on-board your sponsor, the features of a good sponsor, and what to do if they are unengaged, uncomfortable in the role or at the wrong level of the organization. We will also discuss how to build a relationship with your sponsor and leverage your influence with them to set your project up for success.

The major points to be covered include:

- ✓ How to prepare for a successful project
- ✓ Defining a "good Sponsor"
- ✓ On-boarding and training your sponsor
- ✓ Hints and tips for many of the problems you will face with your sponsor

Learn how to recognize the problem signs before it's too late and make you and your sponsor a winning team.

Topic Title: Yes, and... Advanced Negotiations in a Project World – 60% Leadership/40% Strategy**Presentation Abstract**

Everyone needs the ability to effectively negotiate, especially project managers, staff managers and business analysts. They are continually challenged with the need to negotiate with their stakeholders around managing project scope, resource utilization, executive stakeholder involvement, funding or a host of other topics. This presentation will cover the principals of negotiations and the keys to a win-win outcome. The major points to be covered include:

- ✓ Typical pitfalls to be aware of and avoid
- ✓ What are the Great Negotiator skills
- ✓ The top 10 negotiation Rules to Live By
- ✓ Techniques and Tools to add to your tool-belt
- ✓ Trust and Respect's impact on negotiations
- ✓ Using negotiations in a "Sales" situation

This presentation will cover the basics and then quickly move into advanced topics, using exercises and situational case studies to emphasize key points, to help you achieve the best win-win outcome for you and your project.

Topic Title: *Managing Change and Surviving to Talk about it – 60% Leadership/40% Strategy***Presentation Abstract**

Project, Program and PMO Managers are in the business of improving the organization they work for. This improvement often leads to the need to change the organization, a department or some people's job.

The major points to be covered include:

- ✓ Understanding the need
 - Why it is important to make a change
 - Visioning the future
- ✓ Differences between individuals and groups
- ✓ Issues, roadblocks and pitfalls
- ✓ Foundations for success
 - Profiling: advocates and detractors
 - Building buy-in
 - Continuous feedback
- ✓ Tips and tricks
- ✓ How to know when you are "Done"

While most project professionals are taught how to run a project from kick-off to lessons learned many either are unaware or struggle with the side effect of the culture change that follows the deployment of most enterprise level projects. This presentation will key in on how to survive the aftermath of your Go-live.

Topic Title: *Managing Innovation in a Project Management World – 60% Leadership/40% Strategy***Presentation Abstract**

As project, program or portfolio managers we continually leading efforts to improve our organization's ability to deliver our goods or services. Many, if not all, of the efforts require creative innovative thinking, yet the path to success is often littered with landmines. This presentation will discuss the need for innovation and how to instill it in your projects. By covering these major points:

- ✓ Understanding the need – making the case for innovation
- ✓ What skills are required for success
 - Bottom-up vs. top-down approaches
 - Gaining team involvement
 - Promoting the cause
 - Tools to utilize
- ✓ The Spheres of influence
- ✓ Key elements to consider
- ✓ Typical barriers or roadblocks that can hinder innovation

This workshop is designed to spur creative thinking from the audience on how they can lead others to innovate in their project world, providing leadership and forethought to generate an environment for a successful project outcome. I will utilize presentation content, interactive training exercises and real-life examples to emphasize the key points required to lead innovative initiatives and finish up with several case studies to reinforce the lessons learned during the session.

Topic Title: Project Stakeholders: Dealing with Sleeping Giants to Saboteurs – 100% Leadership**Presentation Abstract**

All projects have their promoters and their detractors, people that can either make or break your project or your team. This presentation will give you practical advice on who you need to focus on, show you how to classify where each person sits on the “Interest, Attitude, and Power” axis of your Stakeholder chart and how to improve the attitude and interest of the power players in your world. The major points to be covered include:

- ✓ What is the Stakeholder Identification chart and how it will help you
- ✓ Using personality profiling to help you understand what makes people “tick” and where to place them on the chart
- ✓ Techniques and tools to help move people from “disinterested to involved” and “poor attitude to a champion”
- ✓ The key tactics of “Include, Influence, Ignore, Isolate”
- ✓ Adding advanced negotiation techniques for the most important stakeholder types

This presentation will cover the basics and then quickly move into advanced topics, using exercises and situational case studies to emphasize key points, to help you achieve the best win-win outcome for you, your team and your project.

Topic Title: Art of Sales and Selling: Tools & Techniques Everyone Needs to Know – 50% Strategy/50% Leadership**Presentation Abstract**

Everyone is in Sales. Whether it is selling your boss, a sponsor or a stakeholder on your project team on a new or different idea or convincing a prospective new manager you’re the right fit or your spouse and kids to try your “great idea” everyone needs some level of “sales” capability. No one is asking you to turn into “used car salesmen”, but the lack of sales related skills and/or comfort level at salesmanship impacts your ability to migrate from surviving to thriving in the business world.

The major points to be covered include:

- ✓ What is meant by selling, correcting many common misconceptions
- ✓ How everyone can embrace salesmanship, overcoming any concerns they might have
- ✓ Proven tips and techniques for turning a “laymen” into a “good enough” salesperson
- ✓ The stakeholders in the business world most in need of being “sold” and how to handle them
- ✓ How anyone can assist a colleague into becoming a “good enough” salesperson

This presentation will offer several practical ways to improve your ability to convince that Sponsor to engage, help you gain approval for a big proposal, assist you with selling those pesky HR or Finance folks on why it is in their best interest to accommodate you by giving you the confidence and tools needed as well as dispelling many sales related myths. The presentation will make extensive use of case studies and success stories from my 20+ years of sales and marketing.

Topic Title: Selling the Value of the PMO and Project Management – 80% Leadership/20% Strategy**Presentation Abstract**

Most organizations have a steady stream of projects they need to execute on to meet organizational goals. To consistently deliver results from those projects they utilize project managers, often establishing a Project, Program or Portfolio Management Office (PMO) along the way. So why do those same organizations struggle with seeing the value of the PMO and their project managers and why is the life expectancy of a PMO so short?

This presentation focuses on the pitfalls many organizations fall into when evaluating their project managers and PMOs. We will then discuss proactive actions and best practices for placing the project management and PMO in a positive light

The major points to be covered include:

- ✓ 2016-2017 survey results from area organizations on this topic
- ✓ The traditional detractors and supporters and what to do with each
- ✓ Why setting up a PMO requires different skills than running it
- ✓ Comparing selling the value of a project manager vs. the PMO – how are the same/how are they different
- ✓ What Sr. Management wants – and you need to deliver
- ✓ What you need to do before you are asked the “big question” of what’s your organizational value

This presentation will offer a thought provoking view of why organizations have a love/hate relationship with project managers and the PMO and what you can do to shine a positive light on yourself and your department and manage relationships within your organization.

Topic Title: Leadership – The Making of a Professional, Enterprise PM – 100% Leadership**Presentation Abstract**

All projects have 1 thing in common – they require leadership to be successful. This workshop will present the skills needed, using real world examples, to successfully lead projects of any size and for any industry or application.

The major points to be covered include:

- ✓ Leadership attributes – what it is and what it isn’t
- ✓ Knowing yourself and your stakeholders
- ✓ Successfully leading your Sponsor
- ✓ Communication keys and why they are so important
- ✓ When and how to negotiate – with anyone
- ✓ Managing outcomes through influence
- ✓ How to prepare yourself and grow as a leader

This seminar will use case studies and interactive activities to practice the lessons learned and review alternative approaches to multiple scenarios.

Learn to analyze your own strengths and weaknesses, and those of your team and everyone with a stake in your project. Use that information to build strong, trusting relationships with mentors, peers and team.

Topic Title: Surefire Scheduling to Ensure Schedule Performance! – 70% Technical/30% Leadership**Presentation Abstract**

Have you ever developed the perfect project plan just to have it all go south before the end of the month? In this presentation we will discuss more than just how to use a tool, but also the keys on how to work with your sponsor, Subject Matter Expert (SME) and other important stakeholders to gathering the right data points before even booting up your computer.

The major points to be covered include:

- ✓ The top common mistakes that derail your plans
- ✓ What are all the pieces of information needed for your plan and why you need them
- ✓ Interviewing techniques for gathering project data points
- ✓ How to build out your plan for easy on-going maintenance

No matter what tool you use learn to work with your team to build out an immediately functional, maintainable and easily shareable plan using this effective approach.

Topic Title: Using MS Project: Just the Minimum You Really Need to Know – 100% Technical**Presentation Abstract**

This workshop is a key for any project manager that needs to utilize a planning tool for projects that are too big to manage with a napkin or a spreadsheet. We will learn the basics of MS Project to develop, maintain and report project status. We will also cover the best practices for project plan management from start-up, through on-going maintenance to project closure.

The major points to be covered include:

- ✓ Getting started – options and set-up
- ✓ Navigation
- ✓ Building out the plan
- ✓ Resource management
- ✓ Dependency management
- ✓ Views and reporting
- ✓ On-going validation and maintenance

This workshop will teach you everything you need to know to successfully build out and manage basic to complex project plans and is reinforced throughout with real-life examples and simple to follow exercises.

Topic Title: Ten Simple Ways to Screw-up a Good Project – 80% Leadership/20% Technical**Presentation Abstract**

Ever wonder what the most common, often simple things that happen during a project that can make or break its success? In this presentation we will discuss the ten most common ways a project could go wrong and some lessons learned on how you might change that. From communications and sponsorship to political landscape, risk management and good planning, learn how you might help correct the course of a project gone wrong.

The major points to be covered include:

- ✓ The top 10 most common mistakes that derail your projects
- ✓ Joe's Truisms - how to overcome the common mistakes
- ✓ How to learn from "Dilbert" - the keys to repeatable, consistent project success
- ✓ Communications - what you need to know and practice

Learn to take your "game" to the next level by accepting and practicing these common sense, yet often overlooked, principals.

Topic Title: Project Management for the Beginner: the Minimum You Need to Know to Thrive – 80% Technical/ 20% Leadership**Presentation Abstract**

Whether you and your boss have made a conscious decision to have you manage a project, or it happened organically, you now need to do more than develop workflows, functional design specs, screen mock-ups or create other BA artifacts. In addition to doing your analysis work you now need to lead your project so what does that mean?

This presentation we will discuss the basics for successfully delivering a project on-time, on-budget with the desired scope, as well as the keys to working with your sponsor, what artifacts are really needed and which can be "optional" as well as building a right-sized plan for your project.

The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes
- ✓ Joe's Truisms - how to overcome the common project mistakes
- ✓ Project Charters – your savior
- ✓ Communications - what you need to know and practice
- ✓ Winning at Negotiations – with your team, your sponsors and any external resource
- ✓ The minimum information needed for planning and why you need them
- ✓ Interviewing techniques for gathering project data points
- ✓ How to build out your right-sized plan for easy on-going maintenance

Successful completion of a project requires knowing the art and science of project management. This seminar will deliver the blend of skills you will need to be a PM/BA hero.

Topic Title: Building Your Essential PM Soft skills – 80% Leadership/20% Strategy**Presentation Abstract**

Successful completion of a project is 80% art and 20% science. This seminar will focus on learning the soft skills required to be an “artist” – delivering projects on time, on budget, meeting all requirements while leaving a smile on everyone’s face.

The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes
- ✓ Joe’s Truisms - how to overcome the common project mistakes
- ✓ Communications - what you need to know and practice
- ✓ Personality profiling yourself and your stakeholders to successfully achieve project goals
- ✓ Winning at Negotiations – with your team, your sponsors and any external resource

This seminar will use case studies and interactive activities to practice the lessons learned and review alternative approaches to troublesome scenarios.

Learn to take your “game” to the next level by accepting and practicing these common sense, yet often overlooked, principals.

Topic Title: Project Management for the BA – the Minimum You Need to Know to Thrive – 80% Technical/ 20% Leadership**Presentation Abstract**

This is a similar presentation to the “*Project Management for the Beginner*”, utilizing examples and exercises for the Business Analyst. Whether you and your boss have made a conscious decision to have you manage a project, or it happened organically, you now need to do more than develop workflows, functional design specs, screen mock-ups or create other BA artifacts. In addition to doing your analysis work you now need to lead your project so what does that mean?

This presentation we will discuss the basics for successfully delivering a project on-time, on-budget with the desired scope, as well as the keys to working with your sponsor, what artifacts are really needed and which can be “optional” as well as building a right-sized plan for your project.

The major points to be covered include:

- ✓ The top 10 most common mistakes a project manager makes and Joe’s Truisms on how to overcome them
- ✓ Project Charters – your savior
- ✓ Communications - what you need to know and practice
- ✓ Winning at Negotiations – with your team, your sponsors and any external resource
- ✓ The minimum information needed for planning and why you need them
- ✓ Interviewing techniques for gathering project data points
- ✓ How to build out your right-sized plan for easy on-going maintenance

Successful completion of a project requires knowing the art and science of project management. This seminar will deliver the blend of skills you will need to be a PM/BA hero.

Project Case Studies**Topic Title: Best Practices in Building out a Security Program – Strategy****Presentation Abstract**

With the ever-increasing reliance on technology, data, cloud solutions, overseas outsourcing and new applications all organizations have an increasing exposure to hackers, internal mischief and other security concerns. To counter these increased risks Security Programs continue to pop-up and/or grow across all industries. This presentation focuses efforts needed to set-up and maintain a Security Program in today's world.

The major points to be covered include:

- ✓ What Sr. Management wants – and you need to deliver
- ✓ The traditional detractors and supporters and what to do with each
- ✓ What the Program should include/exclude
- ✓ The skills required to set-up vs. on-going execution of the program
- ✓ How to provide, and explain your organizational value

It is no longer just the organizations in health care, credit card/finance that need to protect their data and systems. Any organization with assets worth protecting should have a Security Program so that they can protect themselves against the risk of cyber-attacks, ransomware and other malicious actors.

Topic Title: Running a Successful itSMF ITIL Deployment – 70% Technical/30% Strategy**Presentation Abstract**

This presentation will go through the ups and downs of a successful deployment of a 3 year, multi-phase enterprise project to improve a company's operational efficiency by implementing itSMF ITIL.

The major points to be covered include:

- ✓ Goals, scope and approaches taken
- ✓ Key success factors identified early on
- ✓ Important tools used
- ✓ Timeline and project planning
- ✓ What worked, and what could have been improved upon

Topic Title: Building out SCSU's Project Management Office: a Project Case Study – 60% Strategy/40% Technical**Presentation Abstract**

St Cloud State University (SCSU) has been embarking on an effort to improve their ITS departments ability to manage projects throughout the life cycle and provide optimum value to the University. In addition, ITS has been challenged with doing more with less resources and improving transparency to the campus stakeholders. To accomplish this SCSU set-out on a 12-month effort to define the Project Manager Office's (PMO) charter, set-up the policies, processes and artifacts and then execute on their charter. To date SCSU has taken the steps to organize the PMO, define and create the required artifacts, determine resource availability, communicate and get buy-in from the major stakeholders and then complete the process for intake and project kick-off for their first cycle.

This presentation will discuss the project as it has unfolded from the beginning through the first intake cycle and the kick-off of projects, discussing the strategy and tactics used as well as the things that went well and lessons learned along the way.