

Customized Project Management Workshop***Project Management Training, Facilitation, and Consulting Just for Your Project******Cost: \$125.00 per hour******Led by Hetty Baiz, Manager, Project Office***

Get more in-depth and personal facilitation and mentoring from a project management expert. This workshop is ideal for groups about to embark on a project who would like to have more one-on-one mentoring, consulting, and facilitation in using Princeton's project management methodology and templates. Get an overview of project management principles and best practices. Then let an experienced Princeton facilitator/consultant work directly with your project team to guide them in developing project plans and status reports, as well as facilitating project reviews.

The following modules can be selected as needed and scheduled over time to coincide with the life cycle of your project.

Module	Outcome	Time
Overview of Princeton Project Management Methodology <i>(required)</i>	Basic knowledge of project management principles	1 hour
Project Initiation Planning Facilitated planning sessions with your team to produce a high level project plan.	Draft project initiation plan	2 hours <i>(usually requires two sessions @ 2 hours each)</i>
Detailed Planning Facilitated planning session with project manager / team to identify, assign and schedule project work.	Detailed plan (a schedule of who will do what work over a set period of time)	1 hour
Status Reporting Facilitated review of the project one month after it has begun to identify issues, risks, and other potential "show stoppers" as well as to show progress in completing planned work.	Status report	1 hour
Post Project Review Facilitated review with team after project completion to capture what worked/could have gone better and lessons learned.	Post project review report	2 hours
Ad Hoc Consultancy One-on-one mentoring in using the Princeton project management methodology.		Optional