
Project Management Community Meeting

Project Management Center of Excellence
February 12, 2013



Agenda

- Welcome & announcements
 - EPLC Update
 - IT PM Training
 - IT PM Training: Courses Planned for 2013
 - Brown Bag Sessions
 - March Meeting
 - PMCoE Info and Links
 - Program Presentation
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EPLC Update

- HHS EPLC Workgroup has finalized revisions to the following EPLC Artifacts: Business Needs Statement, Business Case with Alternatives Analysis, Project Process Agreement, Issue Management, and Stage Gate Review template and guide.
 - Proposed future work includes providing additional collaborative job aids on tailoring and Agile activities, High Level Design Review documents, more streamlined Stage Gate Review artifacts, and more resources on Business Cases. If you have any suggestions for documents that would be helpful to your IC, please contact Jane Small (jane.small@nih.gov).
 - [Ongoing Activities Announcements](#)
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IT PM Training

- All CIT training registrations are now managed by the HHS Learning Management System (LMS).
 - Please make sure you are able to log in to LMS successfully.
 - During this transition period, when you sign up for a course, you will be placed on the wait list first. Once your registration is confirmed, you will receive a status change notification from the LMS.
 - Priority is given to Enterprise System and IC identified FAC-P/PM candidates (nominated by ES Program Managers and CIOs).
 - If you have suggestions for new courses, please email jane.small@nih.gov or carmen.cheng@nih.gov
 - Upcoming course: IT Project Management and Risk Management (5 days) – February 25 -March 1
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IT PM Training: Courses planned for 2013

- February 25: IT Project Management & Risk Management (5 days)
 - March 12: Scheduling and Cost Control (4 days)
 - March 19: Leading Complex Projects (3 days)
 - April 23: EPLC I
 - April 24: EPLC II
 - May 21: How to Gather and Document User Requirements (4 days)
 - June 25: Requirements Management (3 days)
 - July 23: Project Leadership and Communication (3 days)
 - September 23: EPLC I
 - September 24: EPLC II
 - September 25: Applied Earned Value Management (3 days)
 - October 29: Foundations of Business Analysis (3 days)
 - December 3: Systems Integration Project Management (3 days)
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Brown Bag Sessions

- Brown Bag sessions give NIH project managers an opportunity to share your experiences and insights with other community members. These sessions are very informal; you can bring visual aids, slides, etc., or just verbally share your insights! Either way, we are interested in hearing about the project management work in your IC.
 - If you want to participate in these sessions and/or have suggestions and ideas for Brown Bag topics please email: mangala.manivannan@nih.gov and jane.small@nih.gov
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Brown Bag Sessions

- We'll begin with the following topics
 - Project/ Portfolio Management Tools
 - Tell us about the tools that you use for managing projects (and portfolio of projects); why you selected these tools, how useful they are, and what you'd like to change about them.
 - Project Reporting
 - Tell us about how you report on your projects. What kind of status reports and progress reports do you share with the various levels of management? In addition to cost and schedule tracking what else goes into your project reports? Do you have standardized templates for all project reporting in your organization or do the PMs develop their own unique mechanisms?
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March Meeting

- Speaker
 - Cate Gregory
 - Consultant, Trusted Advisor Associates, LLC.
 - Topic
 - Trust & Influence: What every PM should know
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PMCoE Info and Links

- Join the PMCoE/PM Community Listserv
 - Send an email to listserv@list.nih.gov with a blank subject line and include the following in the body: subscribe PMCoE-L <your name>
 - Join the IT Project Management Group on NIH Yammer
 - Sign up at yammer.com with your "First name.Last name@nih.gov" address; you'll find the IT Project Management Group in the Groups Directory
 - [Presentation Slides](#)
 - [EPLC](#)
 - FAC-P/PM
 - [PMCoE - FAC-PPM](#)
 - [OAMP - FAC-PPM](#)
 - To join the list, send an email to listserv@list.nih.gov with a blank subject line and include the following in the body: subscribe FAC-PPM-L <your name>
 - Questions? Email FAC-PPM@nih.gov
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Contacts

- For general Project Management Community information, contact:
 - Jane Small, jane.small@nih.gov, 301-435-2980
 - Mangala Manivannan, mangala.manivannan@nih.gov , 301-435-6120

Program Presentation

- Speaker

- Elizabeth Larson, *PMP*, CBAP, CSM
 - CEO, Watermark Learning

- Topic

- I don't Have Time to Manage Requirements.
My Project is Late Already!

