CVR/IT Consulting LLC

Catalog of Select Courses

A selection of courses from the
CVR/IT Consulting
Project Management Curriculum

Get the Best Value out of Every Project Dollar[SM]

CVR / IT
Consulting

Five Categories of Training:

Project Portfolio Management

Project & Program Management

PMP® Prep

Leadership

Business Analysis

Bring our Courses to Your Door

Get top-quality instruction when and where you need it.

All courses are fully PMBOK® and BABOK® compliant.

www.cvr-it.com

Info@cvr-it.com

1-800-877-8129

Training for the Enterprise

Project Management training is most effective when everyone concerned with projects, from executives to project teams, fully engage.

The CVR/IT Curriculum is designed for:

- ➢ Executives
    - Fund the right projects at the right time
    - Maximize return on the project investment
    - Meet Strategic Goals

- ➢ Business Managers
    - Get projects right the first time
    - Maximize project-generated Business Value
    - Meet business objectives

- ➢ Project Managers
    - Meet project objectives
    - Make customers happy
    - Make project success the norm

- ➢ Project Teams
    - Contribute effectively to every project

Our courses enable this integrated approach. Call us today, and maximize your return on every project investment.

Our training is unique

Our PM training is unlike any other. Yes, our courses are fully PMBOK® compliant but they do not dwell on theory or "pass the test" concerns. Instead, they focus on those practical and effective project management best practices that promote project success. Every course is reinforced with numerous hands-on exercises that instill these best practices into the minds of participants.

Unique attributes of our training include:

Focus on Best Practices. Our courses draw from a pool of over 200 PM best practices that describe highly effective actions that executive management, project sponsors, project managers, project teams, customers and supporting organizations can take to make project success the norm.

Focus on People. People are the root of all project success, and we show students how to bring the best out of stakeholders, Sponsor and team.

Focus on Business Value. The underlying purpose of every project is to create some form of value for those who requested it. This Business Value is what makes the project a good investment. We build a focus on delivery of Business Value into every segment of our courses.

A Hands-On Experience

The Hallmark of our training program is that every course includes numerous exercises that give students an opportunity to actually use what they've just learned in class. It is the doing, not just the lecture, that creates real learning. And our material always goes to the heart of the matter, as the following quote from a participant suggests:

"We are implementing PPM in our Company and all the concepts apply 100% and it is very useful for us. Thanks"

For more information, visit **www.cvr-it.com** or call **1-800-877-8129**

CVR/IT Consulting LLC

Helps you

Get the Best Value
from
Every Project Dollar

Course List

"The Instructor's engaging style made this course interesting and relevant. The important take-away is not just understanding of what the PPM process is but what value it provides to the organization and how to use that knowledge to implement the process. The instructor used a lot of real life examples to reinforce the material and to address students' real-life situations."

For a detailed listing of all courses, visit:

www.cvr-it.com

Or phone for more information:

1-800-877-8129

Project Portfolio Management

3 Day Course - Course I.D. 1018 - 18 PDUs

Executive's Guide to Project Portfolio Management

This course explains the PPM process and provides opportunity for the management team to develop many of the processes and governance structures they need for successful implementation of Business Strategy. Learning Objectives include:

- Why project success is not enough
- How to leverage People, Process and Tools
- The promise of PPM
- Role of formal project management in PPM
- Steps for improving the PPM process
- The power of a PPM charter
- Role of the Executive Team in PPM
- How to define a Portfolio
- How to choose the right projects at the right time
- How to fund projects effectively
- Managing portfolio risk and change
- Reporting on portfolio results
- Gaining organizational adoption of your new PPM process

Project Portfolio Management

2 Day Course - Course I.D. 1022 - 12 PDUs

Reach Your Strategic Goals: Getting the Most out of Projects

Explore the core principles and best practices that make Project Portfolio Management, formal Project Management practice and the Project Management Office powerful drivers for the attainment of business strategy. Topics include:

- The promise of PPM
- Why project success is not enough
- Primary business processes of PPM
- Choosing the right projects at the right time
- Tracking Business Value
- Making PPM more effective
- Role of the PMO
- PMO start-up
- PMO Best Practices
- Reasons for project failure and success
- Impact of formal project management
- Impact of good Project Stewardship

Project Portfolio Management

1 Day Course - Course I.D. 1014 - 6 PDUs

What Project Portfolio Management Can Do for Your Business

Learn the benefits that you can expect from an effective PPM process and steps you can take to obtain those benefits. Assess current PPM procedures and compare them with best practice. Learning Objectives include:

- How Project Portfolio Management (PPM) is critical to any business
- Steps that managers can take to optimize PPM in their enterprise
- How to fund the right projects at the right time
- How to get the most Business Value out of every project
- Why the Project Management Office is an important PPM partner
- How formal project management improves the bottom line
- How PPM supports the CFO
- How to manage risks to your project portfolio

"Thanks again for a very informative class. As I said on the way out the door, I feel your class was one of the most useful classes I have attended."

Project Portfolio Management

4 Day Course - Course I.D. 1020 - 24 PDUs

Implementing Practical Project Portfolio Management (PPM)

This course is intended for those who wish to improve and formalize PPM in their organization. Participants evaluate current PPM practice, explore more effective methods and determine the steps needed to reach a higher level of PPM maturity. Learning Objectives:

- Why project success is not enough
- The promise of PPM
- Role of formal project management in PPM
- Steps for improving the PPM process
- Role of the Executive Team in PPM
- How to define a Portfolio
- Primary business processes of PPM
- How to fund the right projects at the right time
- Managing portfolio risk and change
- Managing PPM Implementation as a project.
- Gaining organizational adoption of PPM

Project Management

Variable Length Program: 2 to 13 Days - Course I.D. 3010

Advanced Techniques in Project Management (ATPM): A Program of Training

ATPM is a novel training program that begins where most PM training ends. It assumes that attendees are familiar with the PMBOK® and that they have substantial project management experience. The goal of this program is no less than to raise the bar and bring attendees' project management practice to a new and much more effective level.

ATPM is composed of an initial 2-day course, **Foundation for Project Success,** followed by a series of workshops each of which lasts 1 or 2 days. **Foundation for Project Success** establishes both context and framework for the workshops that follow. During this course, many of the most significant issues in current project management practice are raised and solutions are proposed for each. These solutions are examined in detail in the workshops. This format allows participants to start with the Big Picture and then focus on solutions for the specific issues that they most commonly encounter during their projects.

3010-01 Foundation for Project Success – 2 days - 12 PDUs

This course is a prerequisite for all ATPM workshops. Any combination of ATPM workshops may be packaged together with the Foundations course. We can help you to create a curriculum that best suits your organization's needs. Topics covered during this two day course include:

- Project Portfolio Management as the underlying context
- How projects support strategy
- Project and product lifecycles
- Projects as Business Value Delivery machines
- The project as seen through many eyes
- Expanding the role of the project manager
- Where Project Success comes from
- How each project role contributes to success
- Moving beyond the "science" of PM
- Managing stakeholders; managing expectations
- Organizational Adoption
- Project Stewardship
- Defining success and assigning accountability
- Articulating issues; Proposing solutions
- Project Management as part of a bigger picture
- Next steps

Bring our courses to your door.
Avoid the disruption and cost of travel. We can send the trainer to you for more effective course delivery. Phone us for details:
1-800-877-8129

Follow-up Workshops in the ATPM Program

All Workshops provide 6 PDUs per Day

- **Managing Stakeholders** 1 Day
As project managers we must put on our best customer relations hat and learn the techniques that help us to identify, understand and manage our key stakeholders.

- **Requirements Definition for the Project Manager** 1 Day
Learn the steps necessary for successful requirements elicitation, documentation and control.

- **Organizational Change Management** 2 Days
Learn how to plan technical projects so that Organizational Adoption of project deliverables is a key success factor rather than a cause of failure.

- **Earned Value** 1 Day
Explains how to implement Earned Value in a simple manner so that it can be used in almost any project.

- **Project Cost** 1 Day
Keep cost in check. Learn how to work with project cost from early cost estimates through execution of the project.

- **Project Leadership** 2 Days
A project manager's skill as leader is one of the primary indicators of how successful his or her projects are likely to be. Discover the Leader. you can be.

- **Project Risk** 1 Day
Dig deep into the nature of risk and discover that, while opportunities are actually common in projects, they may not be where you tend to look.

- **Program Management** 1 Day
Learn critical techniques that can make you successful in any program.

- **Transition** 1 Day
Explains how to plan and execute projects using delivery of Business Value a guiding principle

For more information, visit **www.cvr-it.com**

Project Management

5 Day Course - Course I.D. 2030 - 30 PDUs

Foundation in Project Management

This course delivers practical, hands-on training with an intense focus on successful project delivery. Core project management principles are supplemented with field-proven best practices that are effective in any project. Learning Objectives include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Managing scope, schedule and budget
- Establishing effective communication
- Procurement; Resource Planning
- Putting quality into the product
- Managing Project Risk
- Status Reports, Project Metrics; and Earned Value
- Change Control; working with baselines
- Managing stakeholders and vendors
- Controlling cost
- Product delivery
- Lessons Learned

Project Management

4 Day Course - Course I.D. 2025 - 24 PDUs

Project Management for Technical Professionals

This course delivers practical, hands-on training in essential project management concepts and techniques. Whether new to project management or building on existing skills, participants will find new ways to create successful projects. Objectives include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Working with estimates
- Defining and managing scope, schedule and budget
- The Communication Strategy
- Procurement; Resource Planning; Quality
- Managing Project Risk
- Status Reports; Project Metrics; Earned Value
- Change Control; working with baselines
- Managing stakeholders and vendors
- Controlling cost
- Product delivery

Project Management

3 Day Course - Course I.D. 3025 - 18 PDUs

Controlling Project Risk; Managing Threats and Promoting Opportunities

Projects are filled with opportunities, if we know how to look for them. This course moves beyond the standard project management curriculum by explaining how to manage both sides of risk: threats and opportunities Learning Objectives include:

- An understanding of the origins of risk
- An appreciation of risk's dual nature: negative and positive
- Hands-on experience in development of a Risk Management Plan
- Experience identifying and characterizing project risks
- Knowledge of how to calculate risk contingency funds
- Experience in development of a risk register
- An understanding of the two kinds of project opportunities
- Experience using the Seven-Step approach to finding and leveraging project opportunities

"The instructor was absolutely exceptional. He brought the material to life, introduced a lot of real life examples, and was engaged in the subject. "

Project Management

2 Day Course - Course I.D. 1062 - 12 PDUs

Foundation in PM for Senior Managers

This dynamic two day course will show you specific steps you can take to generate project success and more. Essential project management concepts are presented through the lens of the power and authority of a senior manager. Learning Objectives include:

- Using Portfolio Management to pick the right projects
- Defining and measuring Business Value
- The Sr. Manager's view of Project Management
- The real source of project success and failure
- Getting your projects off to a strong start
- How to plan project budgets in the face of unreliable estimates
- Effective meetings as a potent project tool
- Keeping projects on track
- How to make project issues go away
- Ensuring effective delivery

Project Management

4 Day Course - Course I.D. 3012 - 24 PDUs

Advanced Project Management for the Experienced Practitioner

This course provides effective answers for some of the most wide-spread, persistent and troubling project issues that we face today. It is intended for those who understand standard project practice and are ready to move to the next level.   Learning Objectives include:

- Source of project success and failure – Dealing with the Human Element
- Distinguishing project and business objectives
- Business Value: the hidden success factor
- Managing Stakeholder Expectations
- Organizational Adoption – Dealing with Resistance to Change
- Complete and Correct Requirements
- Winning the Estimation Game
- Rational Management of Baselines
- How to Choose Project Metrics that Make Sense
- Creating Opportunity in Your Projects
- Project Transition: Delivering the Goods
- Defining and measuring project success

Project Management

2 Day Course - Course I.D. 2015 - 12 PDUs

Project Management Fundamentals

The course covers core project management concepts as well as supplemental, field-proven best practices through a practical, hands-on learning approach. Learning Objectives include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and managing scope, schedule and budget
- Establishing effective communication
- Resource planning
- Putting quality into the product
- Managing project risk
- Effective status reports
- Taking control of change
- Controlling cost
- Lessons Learned

Project Management

4 Day Course - Course I.D. 3015 - 24 PDUs

People in Projects: Foundation for Project Success

Learn specific strategies and actions that you can use to leverage the intentions and skills of your stakeholders, energize your team and move your project onto the fast track. Learning Objectives include:

- Factors that can make or break a project
- Bring a Business Perspective into your projects
- Understand the true value in each project role
- Discover how to make meetings effective in your organization
- Learn how to win the Estimation Game
- Gain a deeper appreciation of what it means to deal with Resistance to Change
- Discover how to make Opportunities appear in a sea of Risk
- Find out how to turn Lessons Recorded into Lessons Learned
- Learn what you can do to create a Culture of Success

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Phone us for details: **1-800-877-8129**

Project Management

1 Day Course - Course I.D. 2045 - 6 PDUs

Project Management for Teams

This course gives participants a deep understanding of why projects are structured and managed the way they are, and what they can do to have the greatest positive impact. Learning Objectives include:

- What a project plan is and why it is important
- How to provide meaningful estimates
- Why it is important to manage customer expectations
- How quality creates customer value
- The importance of scope control
- Techniques for management of requirements
- How to make communication within the project more effective
- The importance of accurate status reports
- How Lessons Learned can help the project team

Leadership

2 Day Course - Course I.D. 3210 - 12 PDUs

Leadership Skills for the Project Professional

This course is designed to strengthen the leadership skills of the project/program management practitioner. Because the project/program manager serves as the primary liaison between upper management and the project team, he/she must possess and employ the soft skills required to lead a team. Participants are introduced to common leadership principles that must be applied in the project environment.   Learning Objectives include:

- Characteristics of Manager vs. Leader
- Roles and Responsibilities Clarity
- Leading Virtual / Matrix Teams
- Situational Leadership
- Conflict Management and Resolution
- Coaching and Mentoring
- Delegation
- Communications Leadership
- Strategic Planning and Change
- Motivation and Inspiration

Business Analysis

3 Day Course - Course I.D. 4010 - 18 PDUs

Software Requirements: Definition and Management

Inadequate requirements have long been a major contributor to IT project failure. In response to this, requirements definition tools and techniques have been significantly improved in recent years. Essential skills required to make this important aspect of IT projects a success are presented. Learning Objectives include:

- A clear understanding of the role of requirements in any software project
- The ability to apply the tools and techniques of software requirements elicitation and analysis to a wide variety of software projects
- Insights into the importance of the "project ecosystem"
- Awareness of common challenges to requirements management
- Hands on experience with core requirements definition and management techniques

PMP® Prep

5 Day Course - Course I.D. 2040 - 30 PDUs

Launch into PM

This class provides participants with practical project management techniques while preparing them for Project Management Professional (PMP®) certification. As a result, participants receive both practical, hands-on training on how to make projects succeed AND exposure to essential PMBOK® concepts. Learning Objectives include:

- Project Management Terminology
- Stakeholder Management
- Project Charter
- Triple Constraint Model
- Scope; WBS; Project Requirements
- Schedule Development; Critical Path Method
- Cost Estimation and Control
- Earned Value Analysis
- Team Roles and Responsibilities
- Resource Allocation and Loading
- Project Risk Management
- Project Change Management and Control
- Quality Planning and Control
- Lessons Learned

Our Courses have Immediate Impact
We consistently hear from our students that the training they just received will be applicable immediately when they get home.   Call us: **1-800-877-8129**

PMP® Prep

4 Day Course - Course I.D. 2035 - 24 PDUs

PMP Certification Exam Prep

This class prepares project managers for the PMP® or CAPM® examination. It helps PMP®/CAPM® candidates optimize their study and preparation time for the respective certification examinations. Learning Objectives include understanding of:

- Core Project Management concepts (project phase; project environment)
- Critical PMP® Exam vocabulary
- Project roles and responsibilities
- Critical Project Management formulas
- Project Management Process Groups
- Inputs; Outputs; Tools and Techniques
- Project Management Knowledge Areas
- Professional and Social Responsibility

Half Day Workshops

Project Portfolio Management

1710	Attaining Strategic Goals through Projects
1712	Using Portfolio Management to Maximize Project Value
1724	How to Improve your Project Success Rate
1726	Seven Ways to Energize Project Portfolio Management
1728	How Project Management Improves the Bottom Line
1730	Executive's Guide to Great Project Stewardship
7032	Financial Aspects of Project Portfolio Management
7050	Project Management Office: Agent of Change

Project Management

7016	Winning the Estimation Game
7018	Opportunity: The Other Side of Risk
7020	Effective Communications in the Project Environment
7024	Managing Stakeholder Expectations
7026	A Framework for Selection of Project Metrics
7028	Project Management Essentials
7030	People in Projects - Beyond the PMBOK®
7036	Applying Project Management to Software Maintenance
7038	Templates: Simple but Effective PM Tools
7040	Bringing a Project to s Safe Landing
7042	Contracting for the Project Leader
7046	Measuring Project Success

Leadership

7010	Pillars of Project Leadership
7012	The Art of Project Management: Leadership Skills for the Project Professional

All Workshops provide 3 PDUs

More Project Management Courses

1064 - Advanced Project Topics for the Business Manager 2 Days
This course presents current project management best practice and then promotes discussion of what Senior Managers can do to promote project success. In two power-packed days you are shown specific steps you can take to ensure that your projects help realize your business goals.

2020 - Effective Project Management   3 Days
3 days of practical, hands-on training in core project management concepts and techniques. The material extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project setting. Ideal for Project Managers who want an update on crucial concepts and techniques, or new project managers looking for a jump start in their new profession

3310 - Design and Implementation of the Next Generation Project Management Office   2 Days
The Project Management Office can be one of the most important investments that your organization has ever made. An effective PMO can generate an 80% ROI, reduce project cycle time by 20%, and increase successful project delivery by over 30%. This course gives you the tips, tools and techniques that can bring you to that level of performance and more.

Bring our courses to your door

As your onsite training specialists we can deliver top-quality instruction almost anywhere.

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Our Trainers

CVR/IT instructors are seasoned professionals with years of experience both in the profession and as teachers. They get great reviews because they love what they do! Training provided by CVR-IT is based on a solid, field tested and fully PMBOK® compliant Project Management Framework. All project management training is provided by PMP® certified staff.

> "Thanks for the great class! You are one of the best instructors that I have ever had in many years of taking classes."

Our Pricing is Transparent. No Gimmicks!

Here is how it works:

    Step 1: Select your course and determine the number of students who will attend
    Step 2: Use our **Progressive Discount Table** below to determine cost per day
    Step 3: Multiply by the number of course days
    Step 4: Choose an **Additional Discount** (see below) to determine your final cost

Progressive Discount Table

	First 6 Students	**Students 7 to 10**	**Students 11+**
Daily Cost per Student:	**$400 ea** (6 students = $2400)	**$295 ea** (10 students = $3580)	**$199 ea**

With Progressive Discounts, the more students you put in the class, the lower your per-student cost becomes. Then, additional discounts (see below) bring the cost **even lower**.

Example 1:
- For a course with 10 students, the daily per-student cost is a very attractive $358.
- With our **New Customers Discount** (see below), the cost decreases to $287.

Example 2:
- Put 21 students in the classroom and the daily cost per student is only $275.
- With our **New Customers Discount** (see below), the cost decreases to less than $220.

Minimum class size: 8 students in most USA locations, but can be as few as 5 in some circumstances; call for details. Maximum class size is course dependent.

Workshops: Our Half Day Workshops (see p. 10) have their own price structure since they are also offered in a shorter, seminar format. Call us for specifics.

Additional Discounts

Several attractive course discounts are available. Some conditions apply. See our website, **www.cvr-it.com**, or call toll free **1 (800) 877-8129** for details.

- **New Customers:** 20% off the standard price for any single course
- **Existing clients:** Order two courses and get 30% off the lower priced course
- **Any Not-For-Profit Organization:** 10% off all courses
- **Volume Training Discounts:** Let's discuss your training needs. You can obtain First-Class, Low-Cost training for your entire enterprise.

If you have special needs, talk with us. We will make every effort to fulfill your training requirements at a price point that fits your budget.

How to Request Training

You have four easy ways to request training:
- Use our convenient **Training Inquiry Form** online at our website, **www.cvr-it.com**
- Send email to **info@cvr-it.com** identifying the course, number of attendees, location and start date
- Phone us toll free at **11 (800) 877-8129**
- Fill out the **Training Inquiry Form** at the back of this catalog and **FAX to: (919) 556-0283**

Training customized to fit your needs

Any of our courses and workshops can be customized to fit your needs in the format that works best for you.

- **Full Day** – Intense programs designed to reach training goals in a short time
- **Half Day** – Delivers the same material with less disruption of ongoing work
- **Opportunistic Training** – Allows you to actually take advantage of a problem! Course material is quickly adapted to allow focus on and resolution of an ongoing problem while teaching participants the approach and techniques used to resolve it.
- **Off Site** – We can provide an attractive facility that promotes concentration on the course material away from the demands of current work

General Course Information

- **Hours** – With onsite training, you set the hours. Our trainers can accommodate any schedule that will make the training effective for you.
- **Materials** – As part of every course students receive PMP® certified instruction, a comprehensive student guide, certificate of participation, PDUs (Category 4), and with most courses a CD packed with high quality templates.

How to Request Training

You have four easy ways to request training:

- Send email to **info@cvr-it.com**
- Phone us toll free at **1 (800) 877-8129**
- Fill out the **Training Inquiry Form** below OR fill it out on our website, **www.cvr-it.com**

Training Inquiry Form   -   FAX to: (919) 556-0283

Your Name:	**Phone:**
Company Name:	**Email:**
Location(s):	
Course(s) by name or i.d. number:	
Preferred training date(s):	
Number of students:	
Tell us about your training needs	

Open Enrollment classes

You can find many of our courses in an open enrollment setting through one of our partners:

- Fast lane - **www.flane.us**
- ProTech Professional Technical Services – **www.protechpts.com**

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Five Categories of Training:

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