

2009 Presentation Catalog



Pam Nintrup, PMP, CSSMBB
Project and Process Professionals, LLC
pnintrup@ppprofs.com
513-519-1392

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Our Philosophy



At Project and Process Professionals (PPProfs), we use a common sense approach to help professionals increase the knowledge and skills vital for success. Our presentations are simple, yet powerful. They can be tailored to your needs.

PPProfs offers content that focuses not just on the necessary skills to effectively deliver projects, products and services but also on the critical soft skills so often overlooked.

At PPProfs, we have created a delivery that is engaging, clear, and concise. What you will learn will let you walk away, in just an hour, with new techniques, knowledge, and skills that can be implemented immediately.

The following abstracts are for presentations that can be delivered during a one-hour business or professional meeting, a lunch and learn, or via a webinar.



Art of Project Management

Most organizations focus on technical training courses for project managers – the “Science”. Those things like methodology, processes and how to use tools like Microsoft Project. In fact, over the years so much emphasis has been on the tools, that many folks think a project plan is a task list built in Microsoft Project or a similar tool.

While methodologies and tools are important, successful project managers will tell you and recent research has shown that the “soft skills” are the ones that separate the best from the rest! In fact, the research has shown that 70% of project management success can be attributed to the soft skills while only 30% relates to the science or hard skills.

Not only are soft skills critical for managing projects, they are absolutely necessary for any good manager or leader to master. This presentation will cover some of the more critical “soft skills” for project managers - leadership, communication, team building, motivation and conflict management.

Put these practices to work and those around you will notice!

Building Better Relationships

Have you ever wondered, “What’s the single most important component of success”? Look at those folks “in the news” – What do they have going for them that others don’t? Why do some people have the trust and respect of others? The answer is found in one of the primary soft skills of a good project manager and the title of this presentation.

In this session, we’ll discuss the value of healthy professional relationships, how to build them quickly and efficiently, and when and how to leverage them. Barriers to developing these relationships will be explored. Applying this skill to project teams (including those all important stakeholders and sponsors!) is a skill you’ll want to learn and understand to improve your success. And, it’s so simple you can try it today!



Conversations and Relationship Building

In the business world, it takes good relationships to succeed. In today's virtual world, many times the only way we have to build good relationships is through conversations. Knowing how to structure the necessary conversations of life can be a huge advantage.

This presentation will discuss how to set goals for conversations. It will outline the different types of conversations and provide several tools for successful conversations, including the difficult ones. Finally, we'll explore how to take this information and use it to build strong, lasting relationships that will enhance your success!

Establishing a Baseline – Process Modeling

In order to get started on any process improvement, you first need to understand your current process. Communicating processes, is an art that can be done in a variety of ways to ensure your audience understands. The process model is the primary method for communicating processes. This presentation will provide insight into the goals of process models. You will learn the different types of process models and how to choose the type that best fits your situation and organization. Finally, we'll discuss the process of creating a process model for your processes.

If you have a need to work with processes, and who doesn't use processes in their daily work, then this presentation will provide you the basis for being better able to document and communicate processes for your organization.



Integrating Multiple PMO's Effectively for Enhanced Results

Have you noticed that there are many, many different types of PMO's? Having multiple PMO's with different functions can be disastrous in an organization. This presentation will discuss the different types of PMO's, the functions they perform, and how to enhance the value of a PMO.

We'll explore how to deal with resistance that may be encountered when you decide to integrate PMO's or introduce change to the organization. Finally, we discuss how to report PMO results in 'execuspeak', so the senior management in your organization can recognize, appreciate and reward the excellent work of the PMO.

Set yourself up for success by learning how to enhance the results of your PMO.

It's Not WHAT You Say; It's HOW You Say It!

Do you know what separates the best communicators from the rest? Style.... Not your style, but many believe it is in knowing the preferred style of your audience and how to best tailor your message to communicate in their style. In other words, as the sender, you need to know your style, determine your receiver's style and be flexible enough to deliver your message in a way they will easily grasp – thus eliminating “noise”. In this interactive workshop you'll learn your style, some ways to determine the style of others and thus improve the effectiveness of your communications – not only with your project team, but with everyone in your life!

Join us to start your day and learn new skills that you can take to work and use immediately! You and those around you will definitely notice the difference!



Leading Geographically Disperse Teams

As the world grows smaller, or at least it seems so as technology advances, people are working together more than ever. And, most are not located in the same office, city or even state. They are located around the globe.

While this provides us a huge advantage in the variety of resources available for our teams, and the wonderful diversity and creativity that many viewpoints can bring, it poses many challenges for today's project manager or team leader.

Learning how to work with disperse teams is no longer optional. Today, it is a core skill that you must have to succeed.

This presentation will cover some of the key challenges of working with geographically disperse teams: Communications, building relationships, cultural differences, motivation, and conflict management. We'll explore a tool that can set the foundation for success and learn skills that will help us triumph in the new virtual world.

Managing Risk Successfully

One of the primary jobs of a project manager is to manage risk. But, this is not an easy task! This presentation will begin by discussing the objectives of risk management. We will then go through the process, step-by-step to ensure your risk management skills are enhanced in just one short hour.

Finally, we'll look at typical risk categories, commonly missed risks, and several common risks and responses.

Invest an hour to find out how to be more successful at managing those pesky risks that can derail your project in a heartbeat!



Project Management Essentials

This presentation will focus on providing an overview of project management terms and process at a general, high level. It is targeted at those that participate in projects but many not be leading them, or those that have a desire to move into project management. It is meant to provide an overall understanding of why project management is important. We will discuss some of the common terms and definitions used in project management.

The project management process will be covered at a very high level along with some of the key roles and responsibilities present in a project. Finally, some of the primary responsibilities of the project managers will be covered including project planning, tracking progress, managing risk, managing scope changes, project communications, managing issues and closing the project.

Yes, it will be like drinking from a fire hose, but you will come away with an understanding and awareness of why project managers are so valuable in today's fast-paced world.

Six Keys to PMO Success

Considering starting a Program or Project Management Office (PMO)? Wondering how to get started? Do you have an existing PMO that is struggling? Need to sell the value proposition of your PMO?

If you answered "yes" to any of these questions, this presentation will be of interest. It will provide insight into the challenges of implementing a PMO. We'll discuss the many "flavors" of PMOs and get started on defining your PMO using individual and group exercises. And, finally, reveal the six keys to a successful implementation. Following this seminar you'll be armed with the knowledge to define, implement and measure the success of a Program/Project Management Office. Isn't that worth an hour of your time?



Six Sigma Basics and their Relevance to Project Management

What's all the buzz about Six Sigma? How does it relate to project management? If you've looked at the PMBOK lately or prepared for the PMP exam, you should have noticed that there are references to Sigma values, probability, Design of Experiments and defects among others. These terms are coming from the Six Sigma methodology. If you've read about Six Sigma, you'll hear terms like charter, controlling, executing, and closing. These terms are coming from the project management methodology.

This session will familiarize you with the terminology and principles of Six Sigma and provide insight into how they are applied to project management. We will also explore how project management is used in the Six Sigma methodology. Yes, there is a strong relationship and it is a positive one!

Six Sigma Basics and their Relevance to Supply Chain Management

What's all the buzz about Six Sigma? How does it relate to supply chain management? If you've looked at the Project Management Body of Knowledge (PMBOK) lately or prepared for the Project Management Professional (PMP) exam, you should have noticed that there are references to Sigma values, probability, Design of Experiments and defects among others. These terms are coming from the Six Sigma methodology. Supply Chain Management utilizes several project management techniques as well as quality measurements, defect management and a focus on customer satisfaction. If you've read about Six Sigma, you'll hear terms that relate to measurements, quality, customers, defects and process - all terms used in Supply Chain Management.

This session will familiarize you with the terminology and principles of Six Sigma and provide insight into how they are related to and can be utilized in Supply Chain Management. Yes, there is a strong relationship and it is a positive one – these methodologies have a lot in common!



Strategic Project Communications - The Foundation for Project Success

It has been shown that project managers spend about 90% of their time communicating. Statistics also show that communication issues are related to 65% of project failures. Research points to communications as the single most important factor in project success. Therefore, isn't it in your best interest to learn as much as possible about project communications and creating a strategic communications plan?

This presentation will help you identify communication channels, communication tools, and how to recognize when communications have closed. You'll learn the characteristics of an effective Communication Plan and actions to take if your plan isn't working. We'll also discuss some guidelines for communications with a disperse team. Finally, we'll learn how to apply the GREAT model to building the foundation for project success.

So, have some breakfast with your colleagues and learn how you can improve your project communications plans and thus build a foundation for project success!

The ABC's of the Project Management Office

Many organizations have determined that establishing a Project Management Office (PMO) provides them a competitive advantage. Before a successful PMO implementation, there are several areas that must be assessed and planned. Without a plan, success is virtually impossible, as we all know.

This presentation will provide insight into the areas that need to be assessed prior to embarking on the PMO project. We will discuss how to **A**ssess our current situation, identify objectives and determine how to get started. Then we'll identify how to **B**uild the foundational items necessary for success. Finally, we'll ensure that we **C**omply with all policies, procedures and regulations that may impact our success.

Come spend an hour to relearn your ABC's and set yourself up for success!



The Project Management Process and Why It's Important

Have you ever managed a project? Have you ever wondered what all the talk is about Project Management? This presentation will provide an overview of the project management process, common terms, tools and techniques and the value it provides to project teams as well as others.

The project management process can be applied to almost anything. Learn how it can help you in your daily life as well as improve your performance on the job. We'll explore what it takes to be a successful project manager and discuss what many perceive project management to be.

Meet the Presenter



Pam Nintrup is a certified project and process management professional with over 25 years of experience. Her experience encompasses all facets of implementing project management practices and process improvement in organizations as well as leading Program Management Offices from inception through full operation.

Pam has delivered training on a variety of topics. Sample topics include: preparation for Project Management Professional exams; basic project management; tools and techniques; project management soft skills – communication, managing change, relationship/team building, conflict management, stress management, motivation and negotiation; process improvement; Six Sigma and ITIL.

She has held senior management positions for several large corporations including P&G, American Financial Group, GRE Insurance and US Shoe. In addition to responsibility for all project management methodologies and practices, in these positions Pam was responsible for coaching and mentoring project managers with a wide range of experience levels and developing them to full potential. She was most recently Practice Director for Program and Project Management with Technology Management Partners.

Pam Nintrup is former President of the Southwest Ohio Chapter of the Project Management Institute™. Under her guidance and leadership, the chapter won a prestigious international award for Component of the Year.