



PM PLAYBOOK® Training Agreement

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Give your Staff and Your Organization the Competitive Edge

Let the Power of Project Management Grow Your Business - Project Management is a powerful business tool that you can use throughout your organization to boost personal and collaborative productivity, and ultimately show triple digit return on investment.

Over a period of a year students participate in up to 11 day long courses on various project management topics to create their own PM PLAYBOOK® – this is their guide book that helps them do effective project management based on the types of projects for which they are involved, the project methodology the company wants to standardize upon, that leverages their unique project manager strengths. This program has 5 mandatory courses (2 baseline assessments done online and 3 in-person courses), and 8 optional in-person courses. This program is for people who are leading projects or who want to get into the project management career path.

Program Details

- The courses in the program are customized for your organization and produce immediate results.
- Participants put theory into practice by bringing their work product to class.
- PM PLAYBOOK® is a series of 11 courses sequenced to create a standardized system that embeds PM best practices in your organization.
- The entire PM PLAYBOOK® Series of courses can be completed in one year. We recommend one class per month so students have time to practice their new PM Skills and bring their work related issues to the next class.
- The program is designed for managers in all fields and professions including IT, Marketing, Operations, Sales and Engineering.
- The PM PLAYBOOK® Series of courses use proven Project Management methodologies, techniques and tools that are aligned with the PMBOK® Guide—Third Edition. Students walk away with a customized playbook they will use to run their projects and a PM resource library to reference and draw on in the future.
- We are a Project Management Institute Registered Education Providers (PMI R.E.P.), International Association of Continuing Education and Training (IACET) Certified, and we are on the GSA list.

The CHEETAH® Approach

We specialize in creating accelerated learning events for adults with an emphasis on achieving results fast. We have researched and tested methods for accelerating adult learning for the past 15 years. Our programs are crafted so that all learning styles are exercised and each person's unique learning profile enables them to quickly grasp and apply the concepts.



**PM PLAYBOOK®
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**PM PLAYBOOK®
Course Descriptions**

The following course list describes the courses that enable students to create their own PM PLAYBOOK® based on the project management required by their company and leverage their innate strength as a Project Manager.

Note - Type C = Classroom and Type O = Online course.

Course	Goals	Length	Type
Mandatory Courses			
Project Manager Strength Builder	Learn your inherent strengths and weaknesses as a project manager. This course includes a self-assessment will help you identify areas where you can use your strengths and how to build a road map to make better use of your strengths and those of your team.	5 hrs	O
Project Management Performance Baseline Assessment	Using PAT's PM Scorecard™, identify your existing project management competencies and your skill level in those competencies you need to be an effective project manager. Develop a training road map for improving your project management performance.	15 hours	O
PMBOK Basics	Learn the terminology of the PMBOK® Guide—Third Edition and how it translates into your project work. Create a project flow and match it to PMBOK® Guide—Third Edition project initiating, planning, executing, monitoring & controlling and closing.	6-8 hrs	C
PM Negotiations	Learn how to improve day to day effectiveness in a variety of negotiation situations you encounter as a project manager. It includes a negotiating styles self-assessment that will help you understand your negotiations strengths and challenges.	6-8 hrs	C
Project Team Consensus & Facilitation Skills	Learn how to facilitate project meetings that creates a team atmosphere where all are participating and providing constructive feedback. Learn techniques for bringing a team quickly to consensus.	6-8 hrs	C
Optional Courses			
Project Risk Management	Engage in a risk simulation to understand how risk plays a part in your project planning. Using real work experience, create a risk management plan for your particular project. Then, where ever you are in your project, identify, assess, mitigate and create a risk response plan.	6-8 hrs	C
Project Scope Management	Learn why it is good to create a scope for the work that your team is responsible for delivering. Verify project work against the project scope and project requirements during project control and at project closeout.	6-8 hrs	C



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Course Descriptions
Continued**

Optional Courses (con't)	Goals	Length	Type
Project Change Control	Engage in project simulations to identify, evaluate, and manage change. Review your change control procedures to increase their effectiveness, help control scope creep, and to bring projects to closure on time.	6-8 hrs	C
Project Time Management	Create a work breakdown structure continuing on with activity definition, activity estimating, network diagramming and scheduling. Learn what pieces must be in place so that a realistic schedule can be set.	6-8 hrs	C
Project Communication Management	Create various project communication methods and learn when to use each one. Determine who your stakeholders are and create a communication responsibility matrix that is easy to follow and provides information fast. Learn how to close a project to the satisfaction of your customer and stakeholders. Build historical records of lessons learned and templates to be used for future projects.	6-8 hrs	C
Project Quality Management	Create a quality management plan for your project, large or small. Identify how your organization's quality policies will affect that plan and how to inspect work during project execution to ensure that work is completed to specification.	6-8 hrs	C
Project Cost Management	Using the WBS from the Time workshop, utilize resources to build a cost baseline. Using real work experience, complete earned value analysis against your time and cost baselines to evaluate project performance. Create possible scenarios to bring your project back on schedule.	6-8 hrs	C
Project Closeout	Learn what your role is in procuring project resources outside of your organization. Learn important phrases to look for in contracts so that you are not in violation of contracts and clauses.	6-8 hrs	C

PM PLAYBOOK®—Build Your Foundation for Profits



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In-House Proposal, Cost, and Guarantee

- **Course Costs** – We have several options based on Project Management skills and the number of people requiring training. Each course is delivered to a maximum of ten (10) students per class. The prices include the cost of travel and lodging expenses for the instructors.
 1. Mandatory Baseline Assessments and Three One Day Courses - \$40,000 USD
 2. Optional Courses - \$11,500 USD each course (up to 10 participants)
 3. For corporations with over 50 students requiring training, we offer group pricing
- **Terms** – To get each course on our schedule, we require payment in full. Courses cancelled 45 days or more forfeit 50% of the course cost. Courses cancelled within 45 days forfeit the full course fee. Students need to complete the online baseline assessments and be in attendance for 95% of the time for each in-person course to earn the course completion certificate and record their continuing education or professional development units.
- **Class Scheduling** – For the in-house courses, we recommend holding one class per month so the students have time to practice their new PM Skills and bring their work related issues to the next class. For companies with more than 10 students per class, we hold the same course back to back (if you have 20 students, we do two classes back to back of 10 students each). We also recommend the same students stay together in the same group if you have multiple sessions going. We can teach this program at one of our training centers or at your facility. Upon receipt of payment, all students are registered through Cheetah’s Online Course Management system and have access to the online course material and online resources during the program. They can also access the online material after the course and get additional copies of their course completion certificates.
- **Results Guarantee** – We guarantee that students will improve their project management performance. We verify their improvement with PAT’s PM Scorecard™. They complete a baseline PM Scorecard™ on a recently completed project before they start the courses. Once they complete the entire PM PLAYBOOK® series, they do another PM Scorecard™. We guarantee their PM Scorecard™ rating improves or they can take any of the courses again at no cost the next time it is offered in their area or at their company.

Course Date/Location: _____ Number of Participants: _____ Course Fee: _____

Cheetah Learning , LLC

Date

Company Representative

Date

