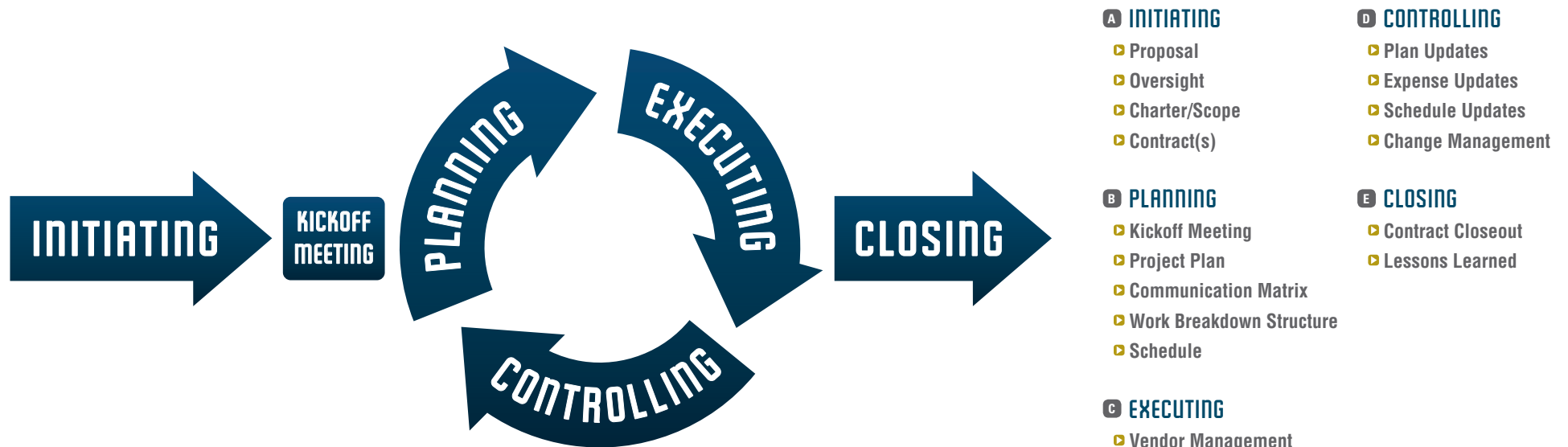


1 WORKFLOW



A INITIATING

- Proposal
- Oversight
- Charter/Scope
- Contract(s)

D CONTROLLING

- Plan Updates
- Expense Updates
- Schedule Updates
- Change Management

B PLANNING

- Kickoff Meeting
- Project Plan
- Communication Matrix
- Work Breakdown Structure
- Schedule

E CLOSING

- Contract Closeout
- Lessons Learned

C EXECUTING

- Vendor Management
- Team Management

2 GUIDELINES



- TRUST RELATIONSHIP WITH SPONSOR
- DELIVERABLES MANAGEMENT
- CONSTRAINT MANAGEMENT
- EXPECTATIONS MANAGEMENT
- ISSUE MANAGEMENT
- RISK MANAGEMENT

3 VALUE OF PROJECT MANAGEMENT

- PROVIDES STANDARDIZATION AND PROVEN METHODOLOGY
- SAVES MONEY
- PM DIRECTS DELEGATION AND DIVISION OF WORK FOR PROGRAM MANAGER
- EXPECT AVERAGE IMPROVEMENTS IN: *
 - Project/Process Execution — 50%
 - Financial Performance — 54%
 - Customer Satisfaction — 36%
 - Employee Satisfaction — 30%

* According to "Value of Project Management Survey," Center for Business Practices, February 2002.