

Project and Program Management

**Education
Assessments
Consulting
Coaching**



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Project and Program Management

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Peak Performance Group, Inc. Project and Program Management

Overview

Peak Performance Group, Inc. (PPG), in partnership with ESI International, offers project and program management curriculum, for beginners to advanced project managers, project team members, project directors, program directors and others involved in managing projects. ESI's programs, combined with PPG's expertise in all areas of leadership and management, enables PPG to bring a unique perspective to project management education – combining critical project management technical skills with required leadership and team management skills to ensure that our clients' project management team is well prepared to implement those projects that will enable the organization to meet its goals.

Every class offered to our clients will incorporate leadership, organizational and global concepts to ensure that project managers and others working on project management teams are provided the education they need to succeed in implementing projects that meet the short- and long-term objectives of the organization.

How Can Peak Performance Group, Inc. Help Improve Your Organization's Project Management Function?

Peak Performance Group's consultants have experience in a variety of organizations and industries helping clients improve their project management function and their performance on strategic projects. We can provide a variety of services and products to support your efforts whether you are just building a project management practice within your organization or business unit, or you have been using practice management practices for a number of years and need to review and enhance your efforts in order to continue to meet the demands of the business.

The following pages will cover information on our project management education, assessments, consulting and coaching practices – all focused on the needs of today's project manager and the need for a strong, strategic project management function to sustain the organization.



Project and Program Management

Project Management Education

Similar to how PPG updates our professional development and leadership curriculum, ESI International's curriculum is continuously updated and revised to incorporate feedback from clients and course participants by ESI's product development staff of 30 employees. This same staff is available for tailoring and customization of programs to meet clients' specific needs and objectives.

Project management offerings fall into four categories:

- Core Project Management Courses
- IT Project Management Courses
- Advanced Project Management Courses
- PMP® Preparation Courses

As a component of all courses, PPG utilizes action planning to ensure that the skills and knowledge learned in the classroom can be applied back on the job. PPG will assist the client in developing an action plan between the course participant and his/her immediate manager to ensure the learning is applied. If desired, PPG will work with the client to track and implement the action planning, measuring progress at regular intervals and providing coaching when required.

Core Project Management Courses	IT Project Management Courses
<ul style="list-style-type: none"> • Managing Projects • Project Leadership, Management & Communications • Scheduling and Cost Control • Contract Management Principles & Practices • Quality for Project Managers • Risk Management • Writing Statements of Work: <i>The Heart of Any Contract</i> 	<ul style="list-style-type: none"> • Managing IT Projects • IT Risk Management • Agile Project Management

Advanced Project Management Courses	PMP® Preparation Courses
<ul style="list-style-type: none"> • Aligning Project Management with Organizational Strategy • Leading Complex Projects • Managing Global Projects • Program Management • Rapid Assessment & Recovery of Troubled Projects • Requirements Management: <i>A Key to Project Success</i> • Unlocking the Power of Earned Value Management 	<ul style="list-style-type: none"> • PMP® Exam Power Prep • PMP® Exam Prep



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Find more details on our courses, including downloadable course descriptions, at:

<http://www.peakperformancegroup.com/pmcourses.html>

Through ESI, PPG also offers our clients eTraining solutions, for those individuals who are unable to attend an onsite session. eTraining material is aligned to classroom curriculum to ensure consistency for participants. Contact PPG to learn more about our eTraining solutions.

Certificate Programs

PPG offers two project management-focused certificate programs.

Our **Project Management Certificate** program incorporates core project management technical skills with management and leadership skills to ensure success in a project management role. A variety of electives enables you to customize the program to meet your individualized needs.

Core Courses (4 required)	Management Courses (3 required)	Electives (Choose at least 3 with a minimum of 9 course days total)
<ul style="list-style-type: none"> • Managing Projects, or Managing IT Projects • Scheduling and Cost Control • Quality for Project Managers • Risk Management, or IT Risk Management 	<ul style="list-style-type: none"> • Team Leadership: <i>Mastering the Dynamics of Collective Action</i> • Communicating with Influence I: <i>Strategies for Personal and Team Success</i> • Diagnosing and Managing Interpersonal & Organizational Conflict: <i>Differences are the Seed of Creativity and Achievement</i> 	<ul style="list-style-type: none"> • Contract Management Principles & Practices • Writing Statements of Work: <i>The Heart of Any Contract</i> • Agile Project Management • Leading Complex Projects • Rapid Assessment and Recovery of Troubled Projects • Requirements Management: <i>A Key to Project Success</i> • Unlocking the Power of Earned Value Management



Project and Program Management

Our **Program Management Leadership Certificate** program is specifically designed to develop the interpersonal and organizational leadership skills of the program manager. These human leadership skills enable technical skills to be effective. This program has been designed based on industry research of best practices and core competencies required for success.

Required Courses	Elective Courses (Select at least one)
<ul style="list-style-type: none"> • Communicating with Influence I: <i>Strategies for Personal and Team Success</i> • Diagnosing and Managing Interpersonal & Organizational Conflict: <i>Differences are the Seed of Creativity and Achievement</i> • Team Leadership: <i>Mastering the Dynamics of Collective Action</i> • C.O.L.T. Colloquium on Leadership and Teams: <i>Seizing the Opportunity and Leading from Anywhere</i> • Leading and Managing Change: <i>The Only Constant is Change</i> • Analyzing and Designing Successful Organizations: <i>Leading a Complex Effort in a Changing World</i> 	<ul style="list-style-type: none"> • Using Dialogue and Discussion for Creative and Productive Communication: <i>Success Through the Lost Art of Discourse</i> • Making Meetings Matter: <i>Scrap the Waste...Speed the Pace</i> • Designing and Managing Remote Operations: <i>Maximizing Global Success</i>

Contact Peak Performance Group, Inc. to learn how to customize certificate programs to meet your specific needs. Certificates can be customized to meet specific client needs, incorporating project management technical skills education with leadership and team skills building courses to ensure that project managers, project managers and other members of the project team have the skills necessary to ensure that projects are implemented successfully.



Project and Program Management

Project Management Assessments

In partnership with ESI International, Peak Performance Group provides a comprehensive, easy-to-use, online assessment tool covering project management skills for individuals and project teams and an organizational 360 Project Management Competency Assessment.

Individual assessments are available to target performance improvement efforts and to set benchmarks to measure success of learning programs. In partnership with ESI, Peak Performance Group provides a comprehensive, easy-to-use, online assessment tool covering project management skills. Appraisal results provide a comprehensive report of a team's knowledge and skill performance prior to learning, and are also valuable in proving the value of your programs during and after learning takes place. Peak Performance Group's expert consultants will help you translate report results into a tailored performance improvement program for the project team, as well as recommend coursework for individuals. PPG can also examine how your programs measure against other organizations using baselines established by assessments.

PPG is able to combine ESI's *PMAppraise* online assessment tool and the PM360: A PM Competency Assessment™ tool with a variety of other assessments designed to gauge critical skills and management, team and leadership competencies of individuals.

Learn more about PPG's other human assessment tools on our website:

<http://www.peakperformancegroup.com/humanassessment.html>.

PMAppraise

The *PMAppraise* online assessment consists of 80 multiple-choice questions that cover the 9 knowledge areas of the PMBOK plus the professional responsibility domain. On average the assessment takes 1.5 to 2 hours to complete. The tool measures knowledge of 33 project management best practices and 4 project management phases identified by subject matter experts. The tool also measures results against the 9 areas of PMI®'s *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and the professional responsibility domain:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management



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Organizational Assessment

In partnership with ESI, PPG provides a project management competency assessment: PM360: A PM Competency Assessment™. This 360 degree project management assessment helps organizations to examine their employees' abilities from every angle. The PM360™ project management assessment enables companies to gather information in any of the following areas:

- Organization and industry acumen
- Process expertise
- Customer focus
- Team leadership
- Communications
- Personal effectiveness

The assessment culminates in a detailed and comprehensive report that will help organizations examine their employees' competency levels in a variety of ways.

The confidential PM360™ survey is comprised of 40 targeted questions that measure the employee's ability to perform certain practices and the importance of those practices as they apply to your organization. The project manager can be evaluated by his/her direct supervisor, current and former project sponsors and project team members.

PM360™ is based on a profile of the ideal project management. The profile was developed by ESI experts over 25+ years. Once complete, PPG subject matter experts will review the results with the organization in comparison to the ideal benchmark, identify strengths and weaknesses, and recommend a strategy for performance improvement.



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Project Management Consulting

PPG provides a variety of consulting services around project management to support our clients' initiatives and ensure that what was learned in the classroom is applied back on the job. Our goal is to ensure that our clients can:

- Ensure successful completion of their projects
- Ensure consistency in how projects are managed from start to finish
- Provide improved reporting of projects' status
- Enable a proactive approach to managing project risks
- Improve project decision making and problem solving
- Enable lessons learned to be captured and applied to future projects
- Develop strong, effective and efficient project teams

Facilitated Project Kick Off

By working alongside the client to facilitate the planning of client projects, PPG will provide clients a method to incorporate recently learned skills and newly gained knowledge along with small group mentoring to ensure that projects are on track for a successful conclusion. Facilitated project kick-offs can be run in conjunction with education so that immediately after attending a course, participants are at work on a current project with the support of a subject matter expert familiar with the client's industry.

Project Management Best Practice and Processes/Project Management Center of Excellence

PPG will provide guidance to clients in developing and implementing project management best practices and processes or evaluating and making recommendations for improvements to current processes. By developing a Project Management Center of Excellence, with consistent practices and processes shared throughout the organization, clients will improve the success rate of their projects and ensure that projects are aligned with strategic initiatives. Over time, projects can be completed in reduced timeframes, with less resources and more accurate budgets.

Project Rescue and Recovery

Through our seasoned consulting staff, PPG will provide guidance in getting troubled projects back on track, helping you to problem solve to ensure you are able to make the right strategic decisions to get your projects moving in the right direction. Mentoring provided to the project team will repair relationships and develop stronger teams to ensure project success. Guidance via coaching sessions is provided to the project manager ensures he/she is able to work with the team to get the project moving in the right direction toward successful conclusion.



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Business Impact and ROI of Project Management Practices and Project Management Education Programs

Determine the business impact and ROI of your project management practice and education programs through the use of Phillips ROI Methodology™. Our experts will help you evaluate whether the impact your project management practice is having on the business and to the bottom line is a positive one. Ensure that strategic learning programs are meeting the ultimate goals and objectives of the organization by evaluating their business impact. If you know the impact your practices and education are having on the organization and the individuals involved, you are better able to manage expectations and make improvements and upgrades to ensure continued success.

Project Team Mentoring

PPG can work with organizations to help jumpstart new project teams, providing half day, 1 or 2 day programs in team leadership and team building. Ensure your project team, whether everyone is together in one location, working virtually, or global, starts off on the right track by providing them some time up front to become acquainted with each other, understanding how they work individually and how they will work as a team. Through the use of the Myers Brigg Type Indicator (MBTI) and team building activities, PPG can help ensure that your team is on the right track right from the start. Continued mentoring is available for those teams that need extra support due to a global presence or strategic projects that have an impact on the organization's bottom line.



Project and Program Management

Coaching for Project Management Executives

The partnership between executive and coach starts with trust and the mutual intention to expand the competence and effectiveness of the client within the business and organizational context. As the coach, we bring capabilities, tools and models for assessing effectiveness and identifying areas of improvement, designing plans and facilitating learning and change. We bring a distinctive ability to identify root cause at the organizational as well as individual level. This helps the executive discern when to focus on individual leadership development and when there is an organizational issue requiring a structural approach. The client brings an inquisitive attitude for increased self-awareness and growth. Together we develop clear demonstrable outcomes for the coaching experience and work with a plan through which the client achieves those goals.

Coaching for development of project management executives is particularly effective at times of transition, including promotion to a high level project management role, start up with a new company or in a new role, strategic or organizational change, or launch of a major project to meet organizational strategic goals. PPG's skills-based coaching approach will follow the core competency model of project management, consistent with PMI® Project Management Body of Knowledge (PMBOK®) Guide standards. Our coaching is customized for the unique needs of the individual and the environment in which the individual functions to ensure efficiency and effectiveness in a shorter timeframe. Your senior project managers may be the best at meeting project deadlines and managing to tight budgets, however, these individuals may need some additional guidance and support which is best provided through one-on-one coaching opportunities in order to continue to develop and strengthen their skills. A traditional educational program may not meet their specific individualized needs. Benefits of providing coaching opportunities for project management executives include, but are not limited to:

- Increase the influence and execution effectiveness of their project management leadership within the organization by developing key skills unique to the executive's business and operational environment.
- Analyze the project leader's personality traits and identify those that will drive success and others that need to be managed which could be unique to the business and cultural environment of their enterprise.
- Develop critical skills in analyzing the organizational management needs of the business to effectively develop project plans, communication strategies, cross-functional labor and resource support requirements, and risk mitigation strategies.
- Design and execute effective and efficient strategies and plans for managing virtual and global teams.
- Develop influence and communication skills necessary for a global, multicultural and complex environment.



Project and Program Management

Investing in your project management leadership group enables you to show increased values in efficiency, effectiveness and market expansion/innovation.



Our coaching takes a unique turn by first providing the project management executive with an assessment to determine strengths and weaknesses and the effectiveness of the project management executive within the context of his/her organization structure.

Contact Peak Performance Group, Inc.

Contact Peak Performance Group today to learn more about our project and program management capabilities:

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PEAK PERFORMANCE GROUP, INC.

From our offices on Cape Ann, which juts into the Atlantic north of Boston, the Peak Performance Group (PPG) overlooks the famous status of the Gloucester fisherman: with eyes fixed on the horizon and hands gripping the helm, he is ready to cope with all kinds of weather and conditions – from smooth, coastal waters to rough, daunting seas.

For us the stalwart captain also stands symbol to the various journeys we help launch our client-partners on:

- Journeys that enable them to explore and treasure the natural desire of people to be successful and expert at what they do.
- Journeys that help them discover and deal with particular business challenges impeding the success and progress of an individual, an organization and the synergistic integration of the two.
- Journeys that have been charted and validated by the solid undergirdings of research in human motivation and performance.
- Journeys that provide our clients with insights and skills – with rudder and ballast – that serve them well, time and time again, under ever changing conditions, no matter the circumstance.



PPG Integrated Products and Services Include:

- Organizational Analysis & Design Services
- Professional Education and Training
- Instructional Design and Development Services
- Project and Program Management
- Team Development and Team Building
- Executive Coaching
- Executive and Employee Performance Assessments
- Process Management



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