



Professional Development Training



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PROJECT LEADERSHIP & DELIVERY

Title	PROJECT MANAGEMENT BODY OF KNOWLEDGE
Features	<ul style="list-style-type: none"> Completely covers the Project Management Body of Knowledge¹ as published by the Project Management Institute². Course instructors are industry experienced professionals. Lecture is minimal – “hands-on” exercises are maximized and emphasized. Learning is achieved in a collaborative environment. Students and instructor interact continually.
Benefits	<ul style="list-style-type: none"> This one course provides total exposure to current project management best practices accepted globally by the Project Management community Prepares an individual to sit for the PMP Exam Prepares an individual to prepare and manage a total and complete project plan Learned techniques are applicable to all project life cycles
Target Audience	<ul style="list-style-type: none"> Anyone interested in preparing for the PMP Exam Anyone preparing the move into a Project Management role
Classroom	5 days

Title	PROJECT MANAGEMENT FUNDAMENTALS
Features	<ul style="list-style-type: none"> Rapid, focused training of project management basics Designed for any individual seeking an understanding of basic project management practices The importance of understanding project stakeholders and project requirements is stressed Course instructors are industry experienced professionals Lecture is minimal – “hands-on” exercises are maximized and emphasized The key role of project management to strategic planning and organizational goals is clarified
Benefits	<ul style="list-style-type: none"> Skills acquired reduce schedule and cost performance issues Course materials and exercises are focused to individual organizational situations Skills acquired provide a rapid introduction to typical project challenges
Target Audience	<ul style="list-style-type: none"> Individuals new to project management Individuals required to manage small, unstructured, organizational initiatives Ideal course for process improvement leaders involved with Lean, Six Sigma and Business Process Management.

¹ PMBOK

² PMI

Title	PROJECT MANAGEMENT EXECUTIVE OVERVIEW
Features	<ul style="list-style-type: none"> ▪ High level presentation of PMBOK project management framework ▪ Project tools and techniques presented at a strategic level ▪ Project management community and value to organization is covered ▪ Impact on organizational performance outlined in specific terms ▪ Course content allies to all industries and organizations
Benefits	<ul style="list-style-type: none"> ▪ Executives gain insights to grow project management practices as part of corporate strategy vs learn as you go from mistakes ▪ Executives understand the leadership and governance required to optimize the project management skill set ▪ The key role of the PMO (Project Management Office) is clarified
Target Audience	<ul style="list-style-type: none"> ▪ Executives and leaders who currently oversee a project community ▪ Executives and leaders who are planning a more formal, structured approach to project management activities
Classroom	4 hours

Title	PMP (PROJECT MANAGEMENT PROFESSIONAL) EXAM PREP
Features	<ul style="list-style-type: none"> ▪ 100 test questions are covered ▪ Answers to 100 test questions covered are discussed at length as to why the correct answer is the correct answer ▪ Roadmap to prepare for PMP test
Benefits	<ul style="list-style-type: none"> ▪ Complete (all 9 knowledge areas and 5 process groups) preparation is covered ▪ Test prep tips ▪ Approach has a very high first time pass rate ▪ Expert test application process guidance
Target Audience	Individuals planning to sit for the PMP exam administered by the Project Management Institute)
Classroom	1 -day

Title	PROJECT CONTRACTS AND PROCUREMENT
Features	<ul style="list-style-type: none"> ▪ Best practices to prepare and award a project related contract ▪ Guidelines covering management of contracts awarded
Benefits	<ul style="list-style-type: none"> ▪ Reduce project risks introduced by 3rd party suppliers ▪ Learn to develop a bidding document package that ensures value for the organization and project performance
Target Audience	<ul style="list-style-type: none"> ▪ Project leaders involved with or responsible for project contracts and purchase orders ▪ Project technical leaders who contribute to project contract award review process
Classroom	2 - days

Title	PROJECT REQUIREMENTS
Features	<ul style="list-style-type: none"> ▪ Description of project requirements ▪ Rapid introduction to requirements process ▪ Relationship to project performance
Benefits	<ul style="list-style-type: none"> ▪ Reduced project scope changes through improved requirements management ▪ Improved resource utilization through reduction of changes ▪ Project costs are reduced
Target Audience	All project leaders
Classroom	2 - days

Title	PROJECT TIME AND COST ESTIMATING
Features	<ul style="list-style-type: none"> ▪ Covers best estimating practices ▪ Techniques presented in simple terms and applications ▪ Hands on approach to learning
Benefits	<ul style="list-style-type: none"> ▪ Improved estimating skills ▪ Better understanding of estimating precision factors
Target Audience	<ul style="list-style-type: none"> ▪ Any individual involved with contributing to or leading project estimation activities ▪ Executives seeking insight into project estimating techniques and challenges
Classroom	2 - days

Title	MANAGING PROJECT RISKS
Features	<ul style="list-style-type: none"> ▪ In depth presentation of proven risk model ▪ Includes different levels and types of risk ▪ Hands on approach to learning
Benefits	<ul style="list-style-type: none"> ▪ Improved management of project risks ▪ Acquire improved skills to identify risks early
Target Audience	Project managers, program managers, and all levels of project leaders
Classroom	2 - days

Title	THE PROJECT MANAGEMENT OFFICE (PMO)
Features	<ul style="list-style-type: none"> ▪ Functional purpose of PMO ▪ Different approaches to establishing a PMO ▪ Different roles of the PMO ▪ Strategic value of PMO to organizational performance ▪ Provides a cross-functional view of organizational project initiatives
Benefits	<ul style="list-style-type: none"> ▪ Improved project resource coordination and utilization ▪ Improved organizational level influence over project prioritization ▪ Improved objective utilization of key organizational skills
Target Audience	<ul style="list-style-type: none"> ▪ Executives responsible for multi project organizations ▪ Project governance and funding groups
Classroom	2 – days

Title	PRACTICES IN PROGRAM MANAGEMENT
Features	<ul style="list-style-type: none"> ▪ Purpose of multi project programs ▪ Techniques to organize and plan multi project initiatives ▪ Unique case study reinforces program tools and techniques
Benefits	<ul style="list-style-type: none"> ▪ Course experience prepares an individual to plan and manage a program initiative ▪ Suitable learning experience for individuals at all levels of project experience
Target Audience	<ul style="list-style-type: none"> ▪ Any individual seeking to learn sound, effective practices required to manage multiple project programs
Classroom	<ul style="list-style-type: none"> ▪ 2 – days

Title	MANAGING PEOPLE DYNAMICS IN PROJECTS
Features	<ul style="list-style-type: none">▪ Key role of stakeholders to project success▪ Work behavior relationships and dynamics▪ Conflict management▪ Collaborative work results▪ Effective meetings
Benefits	<ul style="list-style-type: none">▪ Improved communication skills▪ Improved understanding of people interactions in project environments▪ Improved leadership skills▪ Improved project performance through improved team work
Target Audience	Project executives, project managers, project leaders
Classroom	2 - days

BUSINESS ANALYSIS

Title	BUSINESS ANALYSIS BODY OF KNOWLEDGE
Features	<ul style="list-style-type: none"> ▪ Totally covers the Business Analysis Body of Knowledge³ as published by the International Institute for Business Analysis⁴ ▪ Course instructors are industry experienced professionals ▪ Lecture is minimal - "hands-on" exercises are maximized and emphasized
Benefits	<ul style="list-style-type: none"> ▪ This one course provides total exposure to current business analysis best practices ▪ Prepares an individual to sit for the CBAP and CCBA Exams ▪ Prepares an individual to prepare and manage a total and complete project requirements plan
Target Audience	All Levels
Classroom	5 - days

Title	BUSINESS ANALYST FUNDAMENTALS
Features	<ul style="list-style-type: none"> ▪ Role of Business Analyst in project ▪ Project requirements life cycle ▪ Project requirements elicitation, modeling, and documentation techniques
Benefits	<ul style="list-style-type: none"> ▪ Rapid, focused understanding of the requirements process ▪ Improved requirements management skills ▪ Ability to reduce requirements development efforts ▪ Gain ability to maintain solution value during requirements process
Target Audience	Any individual seeking a rapid, focused understanding of the current role of the business analyst and the process of developing quality project requirements
Classroom	2-days

³ BABOK

⁴ IIBA

Title	CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP) EXAM PREP
Features	<ul style="list-style-type: none"> ▪ 100 test questions are covered ▪ Answers to 100 test questions covered are discussed at length as to why the correct answer is the correct answer ▪ Roadmap to prepare for CBAP test
Benefits	<ul style="list-style-type: none"> ▪ Complete (all 6 knowledge areas) preparation is covered ▪ Test prep tips ▪ Expert test application process guidance
Target Audience	Individuals planning to sit for the CBAP or CCBA exam administered by the IIBA (International Institute for Business Analysis)
Classroom	1 - day

Title	BUSINESS ANALYSIS EXECUTIVE OVERVIEW
Features	<ul style="list-style-type: none"> ▪ Gain a broad understanding of Business Analysis concepts and tools ▪ Understand the relationship between business analysis and project management ▪ Understand the BABOK framework ▪ Discuss how to plan, and implement a project requirements initiative ▪ Understand the key stakeholder roles
Benefits	<ul style="list-style-type: none"> ▪ Provide an orientation and awareness of Business Analysis tools and practices for senior management. ▪ Provides a fast and effective introduction to the language and business strategies that are an integral part of the Business Analysis Body of Knowledge
Target Audience	<ul style="list-style-type: none"> ▪ Senior operations management ▪ Executives involved with leadership, governance and funding of project initiatives
Classroom	4 hours

Title	WRITING PROJECT REQUIREMENTS
Features	<ul style="list-style-type: none"> ▪ Clarifies what a requirement is and its role in project performance ▪ Complete review of what clearly expressed requirements look like ▪ Requirements analysis and modeling techniques ▪ Questions to ask relevant to requirements clarification ▪ Approaches to document requirements clearly and accurately for application ▪ Provides tools and techniques for writing requirements
Benefits	<ul style="list-style-type: none"> ▪ More effective, efficient approaches to writing requirements ▪ Lowers overall cost of requirements process ▪ Improved requirements accuracy and quality
Target Audience	<ul style="list-style-type: none"> ▪ Beginners to the role of writing requirements ▪ Mid to upper level management required to direct the requirements process
Classroom	1-day

Title	BUSINESS CONTINUITY PLANNING BODY OF KNOWLEDGE
Features	<ul style="list-style-type: none"> ▪ Totally covers the Business Continuity Planning Body of Knowledge as published by the International Institute for Business Analysis ▪ Lecture is minimal – “hands-on” exercises are maximized and emphasized
Benefits	<ul style="list-style-type: none"> ▪ This one course provides total exposure to current business continuity planning best practices ▪ Prepares an individual to sit for the BCP exams ▪ Prepares an individual to prepare and manage a total and complete business continuity planning plan
Target Audience	<ul style="list-style-type: none"> ▪ Any individual assigned a role in a Business Continuity Planning initiative ▪ Executives responsible for rolling out a Business Continuity Planning initiative
Classroom	5 - days

BUSINESS PROCESS MANAGEMENT

Title	BUSINESS PROCESS MANAGEMENT BODY OF KNOWLEDGE
Features	<ul style="list-style-type: none"> ▪ Totally covers the Business Process Management Body of Knowledge as published by the ABPMP (Association of Business Process Management Professionals) ▪ Structure and role of business process management within an organization ▪ Creates a view of an enterprise as key end-to-end value adding business processes vs functional silos ▪ Includes an integration of current process development, improvement and technology based best practices
Benefits	<ul style="list-style-type: none"> ▪ This one course provides total exposure to current business process management best practices ▪ Prepares an individual to sit for the CBPP (Certified Business Process Professional) exam ▪ Prepares an individual to prepare and manage a total and complete business process planning initiative ▪ Gain a thinking framework that enables rapid, accurate process improvement and redesign ▪ Improves alignment between organizational goals and success factors and the actual work performed to support those objectives
Target Audience	<ul style="list-style-type: none"> ▪ Anyone from any industry who is involved with or leading organizational improvements and development ▪ Technology professionals involved with project initiatives ▪ Executives seeking improved organizational strategies to better enable work flow and customer based initiatives
Classroom	5 - days

Title	LEAN THINKING
Features	<ul style="list-style-type: none"> ▪ Complete review of current lean tools / techniques / best practices ▪ Application examples for any industry (manufacturing, transaction based, service based) ▪ Many hands on exercises to reinforce and validate understanding of concepts ▪ Heavy focus to process mapping techniques
Benefits	<ul style="list-style-type: none"> ▪ Course prepares an individual to sit for currently offered Lean Certifications ▪ Gain a complete understanding of the value of process mapping and documentation as the enabler to apply other lean tools / techniques ▪ Prepares an individual to effectively identify and remove waste from any process ▪ Prepares an individual to organize and lead a Kaizen event
Target Audience	<ul style="list-style-type: none"> ▪ Any individual involved with reducing waste in a work area ▪ Department managers (any industry) ▪ Executives seeking practical ways to reduce operating costs
Classroom	5 - days

Title	LEAN SIX SIGMA YELLOW BELT
Features	<ul style="list-style-type: none"> ▪ Introduction to lean and six sigma concepts and history ▪ Introduction to the DMAIC improvement process ▪ Key role of the Yellow Belt ▪ Overview of problem solving tools and techniques
Benefits	<ul style="list-style-type: none"> ▪ Gain a rapid, complete understanding of the DMAIC problem solving process ▪ Prepared to effectively contribute as a problem solving team member ▪ Able to solve small problems as an individual
Target Audience	<ul style="list-style-type: none"> ▪ Individuals targeted to serve as team members on a problem solving team ▪ Managers seeking a rapid and complete understanding of Lean Six Sigma
Classroom	2- days

Title	LEAN SIX SIGMA GREEN BELT
Features	<ul style="list-style-type: none"> ▪ Green Belt level certification training ▪ Concepts and exercises presented at the Green Belt level ▪ Leadership and communications skills required to lead a problem solving team ▪ Complete training in Green Belt level tools and techniques] ▪ Complete, detailed description and understanding of the DMAIC problem solving process
Benefits	<ul style="list-style-type: none"> ▪ Prepare to effectively lead a problem solving team ▪ Prepare to complete a project to achieve Green Belt status ▪ Become a valued organizational asset capable of identifying and leading the need for change
Target Audience	<ul style="list-style-type: none"> ▪ Anyone interested in achieving Lean Six Sigma Green Belt Status ▪ Anyone seeking training that guides the management of a problem solving initiative
Classroom	5 - days

Title	LEAN SIX SIGMA BLACK BELT
Features	<ul style="list-style-type: none"> ▪ Black Belt level certification training ▪ Concepts and exercises presented at the Black Belt level ▪ Advanced problem solving tools and techniques ▪ DMAIC Black Belt level project roadmap and check list ▪ Completion of a “real life” project to achieve Lean Six Sigma Black Belt status
Benefits	<ul style="list-style-type: none"> ▪ Achieve a certification valued in any industry and organization ▪ Improved problem solving and leadership skills
Target Audience	Anyone interested in achieving Lean Six Sigma Black Belt status
Classroom	5 - days

Title	LEAN SIX SIGMA EXECUTIVE OVERVIEW
Features	<ul style="list-style-type: none"> ▪ Executive level orientation of Lean Six Sigma ▪ Relationship to corporate goals and success criteria ▪ Organization wide impact of LSS ▪ Roles and governance related to a LSS program
Benefits	<ul style="list-style-type: none"> ▪ Gain understand of the why’s and how’s of LSS ▪ Understand the true value of LSS to any organization ▪ Gain sufficient information and intelligence to factor LSS into Executive level corporate decisions ▪ Rapid (low time investment) approach to a complete understanding of LSS
Target Audience	Executives thinking about LSS and needing more information
Classroom	4 hours



COMPANY OVERVIEW

IT Strategy and Execution.

Gurnet Consulting is a leading provider of best-in-class IT strategy and project execution services for clients across a broad spectrum of industries. Specializing in leading-edge project management solutions, they consistently apply proven methods, tools, and expertise to help their clients realize a maximum return on their technology initiatives.

Over the past five years, the Gurnet team has successfully led the strategy and execution of over \$500 million of complex technology initiatives for Fortune 1000 and mid-market clients. Due to their unique approach, commitment, and proven results Gurnet has built a strong reputation — earning the trust and confidence of their clients.

Affordable Expertise.

Streamlined methodologies and broad experience allow Gurnet Consulting to deliver the same level of expertise and execution as larger firms, while providing ease of engagement, increased flexibility, and value-based cost structures. As a result, their clients benefit from a unique combination of innovative solutions, superior project delivery, and a higher return on every dollar spent. Combined with the power of the Gurnet Professional Network, Gurnet offers IT strategy and project delivery capabilities unmatched in the marketplace.