



**Dwight Davis**  
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## Development Training

### Course Details

**Code:** **PM1** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PROJECT MANAGEMENT BASIC SKILLS**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 2 Half Days – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with an improved understanding and development of effective project management skills used to lead and develop successful project teams within organizations.

The topics to be discussed are as follows\*\*:

- What is a project?
- Initiating the project
- Creating a project charter
- Creating the scope statement and work breakdown structure (WBS)
- Resource planning and estimating
- Establishing project planning controls
- Creating the project plan
- Developing the project team
- Measuring and controlling project performance
- Controlling change
- Closing out the project
- Professional responsibility of project managers

**\*\* Please note that this package is currently being revised and there may be some changes in content.)**

**Objectives:** Upon successful completion of this training, your employees will have an improved understanding of successful project management and skills. Participants will be able to use basic skills to more effectively lead and develop project teams with successful project deliverables and completions.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Project Management Basic Skills" – 50 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be "fun" as well as educational! You learn MORE when you are having fun!



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## Development Training

### Course Details

**Code:** **PM2** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PROJECT INTEGRATION, SCOPE & TIME MANAGEMENT**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 1 Half Days – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with an improved understanding and detailed development processes of effective project management skills used to initiate, plan, and properly develop successful projects from the inception of projects.

The topics to be discussed are as follows\*\*:

- Project Integration Management
- Project plan development, execution, and integrated change control
- Project Scope Management
- Project scope initiation
- Scope planning and scope statement development
- Scope definition and work breakdown structure (WBS)
- Scope verification controls and formal acceptance
- Scope change controls and scope changes
- Project Time Management
- Activity definition, sequencing, and duration estimation
- Project schedule development
- Project schedule control with tools and techniques

**\*\* Please note that this package is currently being revised and there may be some changes in content.)**

**Objectives:** Upon successful completion of this training, your employees will have a detailed understanding of successful project integration management, scope management, and time management skills. Participants will be able to use these detailed skills to more effectively initiate and develop projects.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Project Integration, Scope, & Time Management" – 40 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

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## Development Training

### Course Details

**Code:** **PM3** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PROJECT COST & QUALITY MANAGEMENT**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with an improved understanding and detailed development processes of effective project cost and quality management skills used to plan, execute, and control successful projects after the scope and time management planning stages of a project (PM2).

The topics to be discussed are as follows\*\*:

- Project Cost Management
- Types of costs and financial analysis
- Resource planning and cost estimating techniques
- Cost budgeting and cost formulas
- Earned value analysis, trend analysis metrics
- Variances, percentages, and performance indexes
- Cost forecasting and cost controls
- Basis of quality and costs of quality
- Quality Management programs and quality evolution
- Quality planning
- Quality assurance and standards
- Quality analysis and control

**\*\* Please note that this package is currently being revised and there may be some changes in content.)**

**Objectives:** Upon successful completion of this training, your employees will have a detailed understanding of successful project cost and quality management skills. Participants will be able to use these detailed skills to more effectively plan, execute, and control projects and deliverables.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Project Cost & Quality Management" – 40 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

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For Your Successful Performance Solution



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## Development Training

### Course Details

**Code:** **PM4** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PROJECT HUMAN RESOURCES  
& COMMUNICATIONS MANAGEMENT**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with an improved understanding and detailed development processes of effective project human resources and communications management skills used to plan, execute, and control resources with successful projects.

The topics to be discussed are as follows\*\*:

- Project Human Resources Management
- Organizational planning
- Staff acquisition and negotiation for resources
- Team development
- Project Communications Management
- Communications planning, considerations, and dimensions
- Communications process and patterns and barriers
- Communications channels and integrative approach
- Project information distribution and outputs
- Performance reporting communications
- Project administrative closure.

**\*\* Please note that this package is currently being revised and there may be some changes in content.)**

**Objectives:** Upon successful completion of this training, your employees will have a detailed understanding of successful project human resources and communications management skills. Participants will be able to use these detailed skills to more effectively plan, execute and control resources and projects.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Project Human Resources & Communications Management" – 40 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

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## Development Training

### Course Details

**Code:** **PM5** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PROJECT RISK & PROCUREMENT MANAGEMENT**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with an improved understanding and detailed development processes of effective risk and procurement project management skills used to plan, execute, and control resources with successful projects and deliverables.

The topics to be discussed are as follows\*\*:

- Risk Project Management
- Risk identification and documenting their characteristics
- Qualitative risk analysis – prioritizing effects, assessing impacts, determining likelihood
- Quantitative risk analysis – measuring probability and consequences with numerical analysis
- Risk response planning to enhance opportunities and reduce threats to project objectives
- Risk monitoring and control – residual risks, identifying new risks, executing risk reduction plans
- Project Procurement Management
- Procurement planning process
- Procurement solicitation planning and various types of procurement contracts
- Procurement solicitation and source selection
- Contract administration and contract closeout

**\*\* Please note that this package is currently being revised and there may be some changes in content.)**

**Objectives:** Upon successful completion of this training, your employees will have a detailed understanding of successful project risk and procurement management skills. Participants will be able to use these detailed skills to more effectively plan, execute and control projects and deliverables.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Project Risk & Procurement Management" – 40 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

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