City of Roswell’s

Project Management Training

Fall 2024

Project management entails achieving project objectives through activities that commence and conclude at specific times, resulting in measurable deliverables. Successful project management involves harmonizing tasks, resources, and personnel to fulfill City goals and objectives within designated timeframes and established budgets. This training course will encompass a typical project life cycle:

* Initiation: Defines objectives, scope, purpose, and deliverables.
* Planning: Develop plans to guide the team throughout all project phases.
* Execution: Works towards completing project deliverables.
* Monitoring and Control: Observes project progress from initiation to closure, identifying and mitigating threats.
* Close Out: Concludes the project, including reporting, review, and archiving.

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| The Project Management Training course is a rigorous five-month program that combines in-person meetings with self-guided coursework. Participants will convene monthly for sessions lasting approximately 3 hours and are required to complete all assigned coursework.  Throughout the course, we will utilize the standard operating guidelines (SOG) established for the City of Roswell. By the program's conclusion, participants will possess the skills to apply these guidelines effectively in completing their own real or example projects. It will begin August 15th and conclude December 6, 2024. |  |

**Eligibility:**

Employees who meet the following criteria are eligible to apply for the Project Management Training course:

* Received approval from both Department Director and Supervisor for participation in the program.
* Actively working on a project that would benefit from the Project Management process.

**Application Procedures:**

Interested employees must submit the application to Maggie Menkus, Education Coordinator in Human Resources, no later than **August 5, 2024.** The application must include signatures from both the Department Director and Supervisor.

Application for

City of Roswell’s

Project Management Training 2024

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| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Department: | Department | Current Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Hire: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ | Date in Current Position: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| Supervisor: |  | Department Director: |  |

By committing to the program, you are agreeing to the following:

* To attend and participate in morning meetings (8:30-11:00) on each of the scheduled sessions:

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| **2024** |
| August 15 |
| August 29 |
| September 13 |
| October 3 |
| October 17 |
| October 31 |
| November 8 |
| November 22 |
| December 6 |

* To complete all required coursework no later than their scheduled due dates

The application is due to Maggie Menkus, Education Coordinator in Human Resources, no later than Monday**, August 5, 2024.**

*I am interested in being considered for the City of Roswell’s Project Management Training course. I understand that I must attend scheduled sessions during the five (5) month program and complete all required coursework. I have obtained approval from my Department Director and Supervisor, as indicated by their signatures below.*

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| Signature: |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Mgr/Supv. Signature: | |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Dept. Director Signature: | | | |  | | | Date: | | |  | | |

**Project Management Training, Fall 2024**

**Course Schedule**

**(Participant Copy)**

* **DATES:** August 15 to December 6, 2024
* **DAY/TIME:** Thursdays and Fridays, 8:30 AM – 11:00 AM
* **Location:** Roswell City Hall, Room 220

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| --- | --- | --- |
| **Session #** | **DATE** | **TOPIC** |
| 1 | Thursday, August 15 | Introductions, expectations, guidelines, terms, and tools Building and presenting an approvable Project Charter |
| 2 | Thursday, August 29 | Defining Goals, Scope, and Success Criteria |
| 3 | Friday, September 13 | Planning 1  Work Breakdown Structure and Responsibilities |
| 4 | Thursday, October 3 | Planning 2  Risk, Budget, Procurement, Communications Plan |
| 5 | Thursday, October 17 | Finance Workshop  Budgets, Estimating, Authority and Contracts |
| 6 | Friday, October 31 | Execution 1  Staffing, Status Meetings, Reports and Reviews |
| 7 | Friday, November 8 | Execution 2  Monitoring and Control |
| 8 | Friday, November 22 | Project Close-Out  Acceptance, Warranty, Close-Out Report |
| 9 | Friday, December 6 | Class Project  Deliverable briefings |