



Project Management for Administrators: PM in your Pocket!

Friday, November 16, 2018

San Diego Mesa College

9:30 a.m. until 2 p.m.

(Optional round table discussion from 2-3 p.m.)

9:00 a.m. Registration/Check In

9:30 a.m. Gather, Opening Remarks, Introductions

10:00 a.m. Chapter 1—Project Management Concepts and Terminology

The opening session of the workshop will be an examination of the universal terms used in project and change management, and how they apply to the California community college today. **Your learning objective in this session:** *To be well versed in the most commonly used concepts and to bridge the relationship between stakeholders.*

10:30 a.m. Chapter 2—Project Management Tools and How to Leverage Them

From understanding terms and concepts we will explore specific planning templates and tools you can use to keep the momentum going in your project, and the best reporting templates to ensure support and buy-in from your team and those you report to. **Your learning objective in this session:** *Through your participation in an experiential activity, you will build a collection of applicable tools and gain experience in creating preliminary plans.*

12:00 Noon Break--Networking Luncheon/ACCCA Presentation

12:30 Chapter 2 Continued...

1:15 p.m. Chapter 3—Essential Questions

In the final segment of the workshop, we will explore some of the key questions you must ask your stakeholders, and yourself before beginning a project. **Your learning objective in this session:** *Learn to foresee and plan for possible risks and roadblocks that may arise in the execution of your project.*

2:00 p.m. Adjournment.

Participants are invited to stay for a round table discussion [optional] to address specific issues with their ongoing projects.

POST-EVENT REPORT:

Registration 33 paid attendees
@ \$50 3 guests
36 TOTAL

TOTAL REVENUE: \$1650.00 (\$1315.00 in)

Expenses:

Facility/F&B \$1,491.34

Office/Supplies \$96.70

Staff Travel \$391.08

TOTAL EXPENSE: \$1,979.12 (329.12)

NEW MEMBERS (9) @ AVERAGE ANNUAL DUES: \$3,150

Other Benefits:

- Reinforced business member relationship
- Provided training and networking option to members in Region 10
- A working model for future Regional Events established
- A spin off of the topic will be presented at the Conference
- Solid connections with area Campus Contacts established