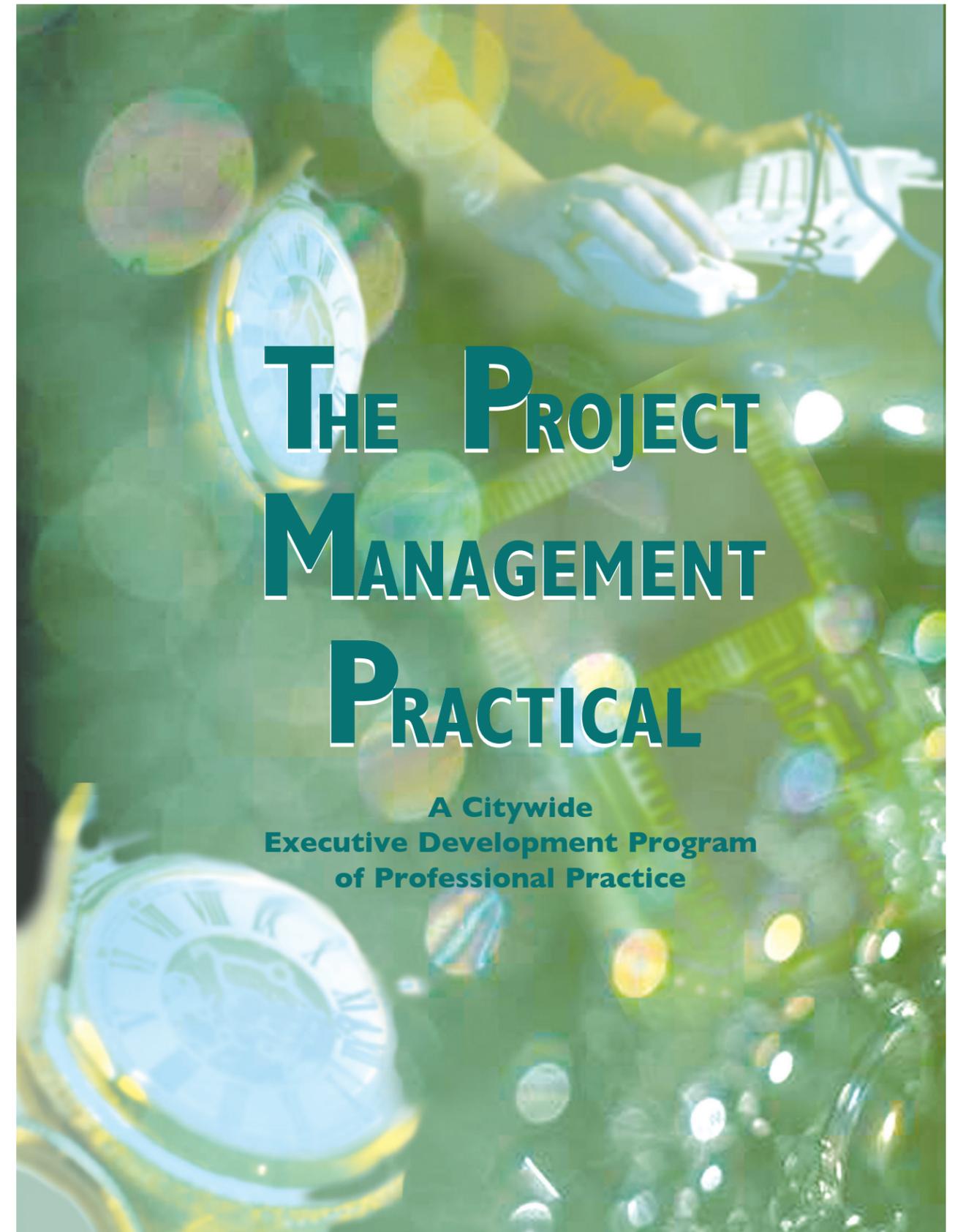


The Project Management Practical

NYC Department of Citywide Administrative Services
Municipal Building, 1 Centre Street, Room 2445, New York, NY 10007
(212) 669-3615
nyc.gov/executivedevelopment



NYC
Michael R. Bloomberg
Mayor

Citywide
Administrative
Services
Edna Wells Handy
Commissioner

Citywide
Organizational & Executive
Development Programs



THE PROJECT MANAGEMENT PRACTICAL

A CITYWIDE EXECUTIVE DEVELOPMENT PROGRAM OF PROFESSIONAL PRACTICE

Overview: The Project Management Practical introduces City managers to the most realistic and applied aspects of project management. The curriculum is based on Project Management Institute (PMI) guidelines – the industry standard – and is designed to support a range of project management challenges. In addition to classroom study, participants will have the opportunity to engage in expeditionary learning, where they will visit with City project managers experienced in leading large-scale City initiatives. As with all Citywide Executive Development Programs, emphasis will be placed on building professional networks and developing collaborative relationships.

Faculty: The program is conducted in partnership with the City University of New York's (CUNY) School of Professional Studies. Instructors have both extensive teaching and project management experience, and are certified by the Project Management Institute as Project Management Professionals (PMP's). In addition, City project managers will share their expertise throughout the program.

Audience: The Project Management Practical is designed for managers and senior-level professionals from a variety of disciplines. Participants are generally those who: seek to develop recognized project management skills to apply within their current work environment, and/or those who wish to develop a degree of project management versatility so that they may collaborate effectively with others responsible for project implementation.

Timeframe and Fee Structure: Sessions will be held once a week, for 8-10 weeks, between April-June, 2013. The program will be headquartered at 1 Centre Street, where class will generally be conducted.

Agencies will be assessed a minimal fee of \$1,200 for each candidate chosen to participate.

Core Project Management Curriculum:

Project Organization & Clarification

- Establishing Project Organization
- Clarifying Project Requirements
- Identifying Constraints & Guidelines
- Developing Commitment

Project Planning

- Task Breakdown & Structure
- Project Activities
- Fulfilling Project Objectives
- Risk Management
- Project Kick-off

Project Execution

- Managing Consultant Relationships
- Project Reporting & Communication
- Applying Project Metrics
- Change Management
- Project Closure

Contact Information: For information about The Project Management Practical or other Executive Development opportunities, contact us at:

212-669-3615
nyc.gov/executivedevelopment

Citywide Organizational & Executive Development Programs
Department of Citywide Administrative Services
One Centre Street, Room 2445
New York, NY 10007

THE PROJECT MANAGEMENT PRACTICAL

Candidate Information

Name _____

Functional Title _____

Civil Service Title _____

Agency _____

Address _____

Phone _____ Email _____ Fax _____

Optional Data

Gender: Male _____ Female _____

Ethnicity: White _____ (not of Hispanic origin) Black _____ (not of
Hispanic Origin) Hispanic _____ Asian or Pacific Islander _____
American Indian or Alaskan Native _____ Other _____

Background & Participation Goal

Please respond to the following questions on a separate sheet of paper and attach to the application package. Make sure your name appears on all attachments.

Provide an updated copy of your resume.

Describe your current project management experience; how frequently you are engaged in project activities (large or small scale), and what you consider to be your biggest project management challenges.

What are your goals with regard to participation in this program? How do you believe the curriculum will assist you in your daily activities?

Agreements

Candidate: I understand that participation in the Project Management Practical will require a time commitment of one session per week, generally a full day, for 8 - 10 weeks between April-June 2013. If selected to participate, I will, to the best of my ability, meet all participation requirements.

Candidate's Signature

Date

Agency: *To be completed by the candidate's immediate manager*

Name _____

Title _____

Agency/Bureau _____

Phone _____ Email _____

Relationship to candidate _____

I understand that participation in The Project Management Practical will require a time commitment of one session per week, generally a full day, for 8 - 10 weeks between April-June 2013. This candidate has my support to fully participate if he or she is accepted in to the program.

Please note: Your agency will be assessed a fee of \$1,200 for each Project Management Practical participant.

Manager's Signature

Date

Submit 2 copies of your application package by **March 15, 2013** to:

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