

A Salem Keizer School District
Employee Development Workshop Series

Project Management Made Simple

Real World Strategies for Achieving Successful End Results

Within the structure of this 7-part series workshop, each attendee will design a plan of action for achieving a short-term goal. Working with others in a classroom setting, participants start with a "sketch idea" that can positively contribute to the work being done in the district. Whether it be a project that contributes to worksite organization, improvements in process, better ways for communicating within a team environment or for making stronger connections with students, this workshop series will assist, step by step, in providing all the tools needed to carry a project from design to implementation, with bench marks set and outcomes celebrated!

To fulfill the desired outcome of any project, there must first be a written description, followed with a mapped plan of action and a time-line attached, built-in check points along the way and a toolbox of quality instruments to support each segment of the project.

Ideally, each participant who attends this Project Management Series will work closely with his/her supervisor to first identify a project that would benefit the job of the individual or even the entire department. Participants will then bring their project idea to class. Along the way, the participants may choose to share the progress with their supervisor, mentor or team leader, gaining further support for the project. In some instances, a participant may choose to work independently. Either way, this class is built around a simple concept of "**Plan, Contribute, Create, Deliver**". Once the concepts are learned and utilized, they can be applied to any tasks, anytime, anywhere for improvements in outcome.

So what are Quality Tools?

From manufacturing to social systems, quality must be the framework which guides all actions, policies and procedures. Quality must be built into every phase and step along the way. We know for certain that successful & sustainable outcomes within any organization is the responsibility of each person involved. In order to perform tasks and collect data, which supports a successful outcome, systemic and measured tools have been designed to assist. While the tools are wide and varied, there is a collection of simple and basic items that both clarify a pathway and create steps that produce solid results. These are the kind of tools we will use in this workshop series.

(Continued)

Quality instruments taught and utilized in this workshop series include:

- ✓ **Strengths/Weaknesses/Opportunities/Threats Assessment (SWOT).** A customized study of all aspects of the project
- ✓ **Plan/Do/Check/Act (PDCA).** A tool for organizing the process of achieving a set goal/project.
- ✓ **Prioritization Matrix.** A systemic process to identify and solve problems as they arise within a project being managed.
- ✓ **7 Step Decision Making Process.** A solid system to make strong decisions, using data collection, tapping into resources and listening to your own "gut wisdom".
- ✓ **Project Journal.** A process for keeping all the project details organized, interactive and retrievable at a moment's notice. This journal also serves as an inspiration / achieve for the work being done before, during and after a project is completed.
- ✓ **Communication Tools.** Models for making longer strides in presenting and promoting to others your completed project.

Logistics:

- All workshops will be held at a SKSD facility
- Each workshop will be 4 hours in length, from 8:00a to Noon.
- Workshops Dates: 2014-2015: NOV 19, DEC 17, JAN 21, FEB 18, MAR 18, APR 15 and MAY 13
- Participants will receive workbooks for all sessions, along with handouts and other resources that support the instructions

Participants are required to attend all 7 sessions; work steadily on their project, be able to show progress during each session and turn in a full project report at the end of the final session

Applications for **Project Management Made Simple** must be approved/signed by a supervisor.

Ready to sign up?

Class size is limited. Please return your application (found on the next page) by Monday, November 10, 2014. Your place in the workshop series will be confirmed on or before Wednesday, November 12, 2014.

Questions? Please contact Sheryle White or Heather Latham in Professional Development at x3061 or at white_sheryle@salkeiz.k12.or.us or Latham_heather@salkeiz.k12.or.us

Please submit your completed application to Sheryle White or Heather Latham, Professional Development: white_sheryle@salkeiz.k12.or.us or Latham_heather@salkeiz.k12.or.us

Applicant Name: _____ Date: _____

Current position: _____

School/Dept: _____ Work Phone: _____

Cell: _____ (Optional)

HOME Email : _____ (Optional)

WORK Email : _____

NOTE: Along with your completed application, please attach a written goal statement about what you hope to gain from your participation in the *Project Management Made Easy*. Share what you hope to learn and how that learning can positively impact student achievement in Salem-Keizer Public Schools.

As we are **unable to provide subs** to cover your position while you attend this training, **before making application** to this program, please coordinate with your supervisor to ensure you have the freedom and permission to make necessary arrangements for adequate coverage during your absence.

Applications will be reviewed and assigned on a first-come, first-serve basis. Again....**these classes will fill quickly** ----- please respond accordingly.

Applicant Statement of Commitment: (Required) I, _____, wish to enroll in the *Project Management Made Simple* program. I understand the commitment is for all sessions (7), four-hours each session; there will be no subs provided, and I have in fact received the written approval (see below) of my Supervisor for my participation.

Supervisor Approval: (Required) I support the participation of _____ in the *Project Management Made Simple* program. I understand his/her position will not be covered by a sub during all 7 training sessions. I have reviewed the application and the commitment by the applicant and I will fully support the applicant in successfully completing this program.

(Printed name of Supervisor) (Department/Building)

(Signature of supervisor) (Date)