



## DOWNTOWN RECRUITING-WGA ALLIANCE CATALOG



### SPRING 2016-SPRING 2017 CORPORATE CATALOG

#### WHY TRAIN WITH WILLIAM GEORGE ASSOCIATES?

- Over 4,500 students successfully trained.
- Courses run monthly in our Burlington, MA training center
- Corporate/Group Custom On-Site training
- Best training in the USA– Satisfaction Guaranteed!
- We prepare/certify you for the most important credentials:
  - PMP/CAPM
  - Scrum Master Certification
  - Lean Six Sigma Green Belt
  - Microsoft Project 2013
- We'll record your training for re-use
- We offer PDU's for all courses!!

# WGA TRAINING CATALOG

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*William George*  
Associates Ltd.

## ABOUT WILLIAM GEORGE ASSOCIATES LTD (WGA)

WGA provides comprehensive Project Management, Lean Six Sigma, and Agile B2B solutions which include Training, Consulting, Tool Implementation and Staffing. Also a Microsoft Certified Partner, WGA is uniquely positioned to integrate the power of its project management experience with the PMI methodology (based on the PMBoK®) and Microsoft’s Enterprise Project Management (EPM) solution known as Project Server/Project Online. This combination enables WGA to offer clients the most comprehensive and proven project management solution offerings in the market. Company headquarters are located in Burlington, Massachusetts and we support clients all over the world.

Please visit us at our website at <http://www.williamgeorge.net>



For more information please call 978.352.2163



## ADVANCED PROJECT MANAGEMENT AND PMP/CAPM- PREP (5-WEEKDAYS)

### Course Description

This course is the flagship course for Project Management certifications including the PMP and the CAPM. This is an intense 5 day boot camp that prepares students for the PMP/CAPM Exam through a proprietary and successful training approach. The first step is to baseline student knowledge with a Baseline test that allows WGA to measure the knowledge of students Day 1. The course then proceeds with lecture, chapter quizzes, actual class project work associated with each section. The cadence and activities of the course allow students to reconcile project management they have experienced in the past with the requirements of PMI for the PMP/CAPM exams. Before graduating students take a Verification test that measures the knowledge they gained in the class. The mean improvement for the past 13 years is 25 percentage points from Day 1 to Day 5. A custom study plan is generated for the students based on the final exam. Students also receive a set of Project Management Templates that may be customized for any organization.

### Who should take this course?

This course is intended for professionals who are eligible for the PMP/CAPM Exam and have the desire to learn the most valuable project management tools and gain the profession's highest certifications. The course is highly interactive and valuable even for professionals not wanting the PMI Certifications.

### Public Training Schedule:

2016

July 5-11, 2016

August 2-September 2, 2016

September 26-30, 2016

October 24-28, 2016

November 21-29, 2016

December 19-23 2016

2017

January 18-24, 2017

February 13-17, 2017

March 13-17, 2017

April 10-14, 2017

May 8-12, 2017

June 7-13, 2017

**LEAN SIX SIGMA GREEN BELT-LSSGB  
(8-WEEKDAYS)**



**Course Description**

Minimizing and eliminating waste (Muda is the Japanese term) is the key objective of Lean Six Sigma. Every business needs employees who are capable of performing business process reengineering in support of a culture of continuous improvement. The Lean Six Sigma Green Belt is an 8-day certification class that prepares students to begin or to further an organization's Lean Journey. The class includes the History of Lean and teaches Lean Principles and how to use its key tools including Voice of the Customer (VOC), Value Stream Mapping (VSM), 5S, and Kaizen. Students will also learn the Six Sigma DMAIC methodology.

A major class project is undertaken where each participant is required to perform as leaders and team members in a group effort to solve a key business problem. This extensive lab effort allows students the confidence to facilitate a Value Stream Mapping exercise in any organization regardless of specialization.

A Major presentation simulates an Executive review of a continuous improvement project with identification of a current-state process flow, a desired-state process flow, and a detailed plan of attack to close the gaps. You can be confident that WGA LSSGB graduates can hit the ground running in support of any organization's Lean Initiatives.

**Who should take this course?**

This course is intended for professionals who wish to learn the knowledge, skills, and tools associated with reducing waste and promoting a culture of continuous improvement in any business. WGA Lean Six Sigma Green Belts (LSSGB's) are fully qualified to support projects under the supervision of Black Belts and also possess project management and excellent communication skills.

Public Training Schedule:

2016

July 18-27, 2016

August 15-24, 2016

September 12-21, 2016

October 10-19, 2016

November 7-16, 2016

December 5-14, 2016

2017

January 3-12, 2017

January 30– February 8, 2017

February 27-March 8, 2017

March 27-April 5, 2017

April 24-May3, 2017

May 22-June 1, 2017

June 19-28, 2017

## **MICROSOFT PROJECT 2013 (2-WEEKDAYS)**

### **Course Description**

Knowing how to use Microsoft Project 2013 proficiently is a critical business skill taught in this 2-day certificate course. The scheduling engine in this powerful software tool allows organizations to understand the truth about how long projects will take and how much they will cost based on inputs guided by a set of global better practices. Students will learn to create standalone as well as master projects from scratch importing data from external sources such as Excel and SharePoint.

From there, solid schedules may be built from an understanding of project demand in terms of deliverables committed, tasks, effort required to do the work, and logical sequence or dependencies among tasks. The supply side of the equation is provided by resources needed to perform the work. This includes the availability of the resources assigned, the hourly rates of resources. From these fundamental inputs a schedule may be baselined in the software so the tool may track progress against the original plan.

Students will then learn how to update schedule status and create accurate reports from a multitude of out-of-the-box views and reports which may be tailored to any audience. Students who attend this course will be capable of planning and reporting progress on one or many critical projects. This is a powerful set of skills accumulated in a short 2-day timeframe. This is a hands-on, highly interactive course that is taught in our Project Management Training school using state-of-the-art technology.

### **Who should take this course?**

This course is intended for anyone required to schedule projects at the individual, department, the PMO level, or even the Executive level. The ability to manage complex and simple projects in one tool makes Microsoft Project 2013 the choice for 95% of the world's desktops that perform scheduling operations. You can count on WGA graduates of this course to plan, status and communicate using reports in a professional and efficient manner.

### **Public Training Schedule:**

2016

July 12-13, 2016

August 8-9, 2016

September 6-7, 2016

October 3-4, 2016

October 31-November 1, 2016

November 30-December 1, 2016

December 27-28, 2016

2017

January 25-26, 2017

February 20-21, 2017

March 20-21, 2017

April 17-18, 2017

May 15-16, 2017

June 15-16, 2017

## **WGA AGILE/SCRUM CERTIFICATION (2-WEEKDAYS)**

### **Course Description**

The WGA Agile/Scrum Certification course is an exciting and fast-moving 2-day Agile/Scrum class that prepares students to perform the role of Scrum Master professionally and with confidence. Students will learn what the Agile Methodology means as well as what the Scrum tactics are that support the methodology.

The lexicon of Agile will be taught as well the various Scrum roles required of a successful implementation of Agile/Scrum. The Scrum process is then shared with students so they may proliferate proper process and tools to their organizations. The Scrum Master is a facilitator and crossing guard of Scrum process and as such needs to be aware of how Product owners create a backlog of features, groom the backlog and communicate and negotiate the sprint feature set with the Scrum Master and team members. The Scrum Master learns in class how to perform Release Planning, and Sprint Planning used a WGA recommended toolset. Sizing of User Stories is accomplished using Fibonacci Poker artifacts and the User Stories are then broken into tasks and estimated using better practices.

This course provides requisite knowledge and skill-building using numerous class exercises which allow each student to hone the facilitation skills required for successful Scrum Process stewardship.

### **Who should take this course?**

WGA's Agile Certification course is geared toward individuals looking to fulfill the role of Scrum Master or to be effective Agile team members. However, anyone within a Scrum organization can gain valuable knowledge by taking this course.

### **Public Training Schedule:**

2016

July 28-29, 2016

August 25-26, 2016

September 22-23, 2016

October 20-21, 2016

November 17-18, 2016

December 15-16, 2016

2017

January 16-17, 2017

February 9-10, 2017

March 9-10, 2017

April 6-7, 2017

May 4-5, 2017

June 5-6, 2017

## PROJECT MANAGEMENT FUNDAMENTALS (2-WEEKDAYS)

### Course Description

For any organization trying to get a department or the entire company to plan and execute projects more consistently and successfully, this course is a true game-changer. From a face-to-face interview with decision-makers, to a one-half day customization process, to delivery of the first class within one week this course can get you going in the right direction and get people excited about how project management can help immediately.

In the initial meeting with decision-makers, WGA will document symptoms of concern, validate the priority of project management topics, and agree to the objectives of the training. The course will then be tailored accordingly and the training slide deck will be developed and presented to the decision-makers for comment and approval. WGA can use a recommended set of templates for the course or use the client's own artifacts. The class is scheduled for delivery.

The course covers key Project Management concepts, roles and responsibilities, as well as tools and techniques. The students benefit from planning an actual project they are working on or one the decision-makers want then to plan. Using a set of templates to guide them and with WGA instructors facilitating break-out sessions students apply the teachings and create project plans worthy of the training investment.

### Who should take this course?

WGA's Agile Certification course is geared toward individuals looking to fulfill the role of Scrum Master or to be effective Agile team members. However, anyone within a Scrum organization can gain valuable knowledge by taking this course.

This Custom course is designed for groups of 15-30.

Content may be tailored to fit the needs of any organization or may be offered as is.

Please call the number listed at the bottom of the page to engage WGA in crafting training sessions that are game-changing, interactive, and fun.

## **INTRO TO PROJECT ONLINE/PROJECT SERVER (3-WEEKDAYS)**

### **Course Description**

Microsoft's enterprise-class Portfolio and Project Management (PPM) software system takes two distinct forms: Project Online (the cloud version leveraging O365) and Project Server 2013/16 (the on-premise version requiring infrastructure and support personnel). The course starts with the difference between the two products and the benefits of each. Students then learn the basic architecture of Project Online and Project Server 2013/16.

The course allows students to put hands on the tools and connect client software applications to the cloud and to the on-premise architecture. The instructor then teaches students how to create projects, to assign resources from an enterprise resource pool, to baseline and publish projects. Team members receive task assignments through the web and update task status daily.

One of the main benefits of Project Online/Project Server is the ability to collaborate with the team through SharePoint which is integrated into the products. Students will learn how to create Project Sites (team websites) that contain all documentation and information relevant to any given project. They will use the check-in/check-out features to edit the project and automatically version documents and interact with the team members using SharePoint features. Instructors then teach student how to customize Project Sites for the look and feel and functionality they desire.

Students then create custom views, dashboards, and reports. Project Server/Project Online is very cost effective in that coding is not required to generate valuable project status information. It is accomplished with configuration/mouse clicks.

Lastly, students are taught basic administration of Project Online/Project Server.

### **Who should take this course?**

This course is intended for organizations thinking about using Project Online or Project Server. The students should be selected as an advance team who will bring back operations and administration knowledge that will make planning and implementation easier.

This Custom course is designed for groups of 6-10. If clients have a lab environment it can be done on-site. If not WGA Burlington has all necessary equipment.

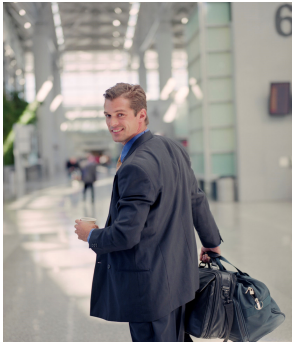
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## CCR TRAINING TOPICS LEADERSHIP SEMINAR SERIES



Our latest offering, “Topics in Project Management Seminar Series” is for anyone performing or managing projects in a business environment or preparing to do so in the future. This series, intended to bring current and useful PM topics to our community, will also facilitate and satisfy the new Continuing Certification Requirements, (CCR), of the Project Management Institute (PMI). Depending upon the specific PMI certification held, project managers will now be required to obtain a minimum of either 18 or 35 hours of training in PM topics within the 3-year certification cycle in order to be recertified. Furthermore, that training must have at a minimum either 4 or 8 hours in each of three Concentration Areas: Technical, Leadership, and Business/Strategic. Check their site for details.



We offer these classes in multiple formats: a full eight-hour day, or dual 4 hour sessions to satisfy an 8-hour requirement at your site. Classes can also be held on weekends or evenings to facilitate attendance for those too busy to be away from the office during the day.



Courses are varied and evolving. They may be presented as two topics within a Concentration Area during a single session. For example, in the Technical Area, a single 8-hour Risk Management course presented in a Case Study, team environment is being offered; or an 8-hour session which spans two Strategic and Business Management Area topics: Strategic Planning methodologies for the first four hours and Contract Management awareness for the second half. Don't see what you want or need? Contact us and we'll put our professional development team to work and prioritize your topic. Courses will be designed to be interactive and participatory.



The Seminar Series is designed for groups of 15-30.

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## STRATEGIC PLANNING SEMINAR – 4 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Strategic & Business Management Topics area.

### Course Description

Strategic Planning in today's competitive environment is a critical skill which determines the overall success or failure of any business endeavor. A good plan requires a sound foundation based on customer demand. Ultimately this can determine the success of not only your project, but by extension, your company and your future employment. We will examine strategic planning tools and methodologies, their strengths, weaknesses and application to overall portfolio management in an interactive session.

### Exercises

Students will participate in a simulated annual planning exercise validating Portfolio Management better practices. The first part of the exercise will have team members identifying and prioritizing strategic drivers. The next part of the lab is to have projects identified with cost and benefits assigned analyzed for support of each strategic driver. The result yields a portfolio of projects that fully supports the strategy. Budgetary constraints are then applied to the analysis yielding a prioritized list of projects that support the strategy of the organization.

### Who should attend?

Project managers who are dealing with the challenges of long range strategic plan development in our evolving virtual, global business environment.  
Project managers preparing for the PMP exam who want to hone their skills in strategic planning area.

The Seminar Series is designed for groups of 15-30.

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## CONTRACTING AWARENESS SEMINAR – 4 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Strategic & Business Management Topics area.

### Course Description

Contracting may be closely aligned with strategic planning as we address the Make/Buy decision-making process. In today's ever-growing outsourcing environment, contract terms and conditions can result in the ultimate success or failure of your project. The Project Manager, although frequently not directly involved in the legal side of the negotiations must be able to intelligently discuss contract options well enough to be a value add to those discussions. As a project manager you must be prepared to ensure that your interests are being protected contractually by allowing proper oversight of the product being delivered as well as the processes to be utilized. We will discuss differing contract types, the associated risks and benefits and how they might apply to your environment.

### Exercises

Students will participate in simulated contracting scenarios that validate comprehension of concepts taught in class. Exercises include establishment of vendor selection criteria, bidder conference scenarios, and performing negotiations with multiple vendors before selecting a winner.

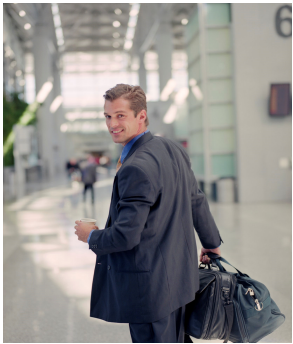
### Who should attend?

Project managers who are currently working in, or evaluating the potential benefits and risks of sub-contracting or outsourcing of all or some of their project work to an outside vendor. Project managers preparing for the PMP exam who want to hone their skills in the Contract Management area.

The Seminar Series is designed for groups of 15-30.

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## EARNED VALUE MANAGEMENT SEMINAR – 4 HOURS

This Seminar may be used to fulfill requirements in the PMI CCR Technical Topics area.

### Course Description

In today's competitive market, it is critical that projects be completed on time and within budget. In order to effectively manage projects, you need timely project control information to identify potential problems as soon as possible and make effective corrective decisions. You'll learn about a project control tool called Earned Value Management (EVM) and its value as an early indicator of project cost and schedule variances. EVM measures work accomplished versus planned budget and schedule (behind/ahead of schedule, under/over budget). You'll review a project case study with EVM data and discuss the basic problem-solving decisions necessary for project recovery. You'll also discuss basic project plan components (work breakdown structure, estimates, baselines, project schedules) necessary to produce accurate EVM data. We will address the challenge of project constraints (time, cost, quality, scope and resources) that impact the success or failure of projects and how effective EVM application can help maintain control.

### Exercises

This course is taught using a practical application approach. After introducing a concept, students are then given an immediate exercise to apply and reinforce that new concept. Any comprehension problems can then be addressed before progressing on to more advanced topics. The exercises follow an ongoing case study using a fictitious company, Wooden Novelties.

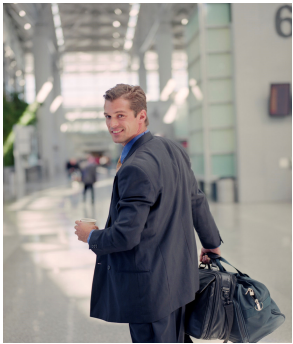
### Who should attend?

This workshop is geared to managers and team members of virtually any type of project, including project teams in IT, manufacturing, construction, or other business and industry environments that are looking for alternate methods of measuring and forecasting project status. Project managers preparing for the PMP exam who want to hone their skills in the Earned Value Management area.

The Seminar Series is designed for groups of 15-30.

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## ADVANCED FINANCIAL MANAGEMENT SEMINAR – 4 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Strategic & Business Management Topics area.

### Course Description

This course builds upon our Earned Value Management seminar. Advanced Financial Management covers additional topics which address financial aspects which may impact the decision process during the strategic planning and project selection processes:

- Project selection methods used to determine the relative worth of project options
- Depreciation overview and methodologies
- Cost Estimating techniques
- The use of decision trees in financial decision making

### Exercises

As in our Earned Value Management Seminar, this course is taught using a practical application approach which, after introducing many concepts, students are given an exercise to apply and reinforce the concept just learned. Any comprehension problems can then be addressed immediately.

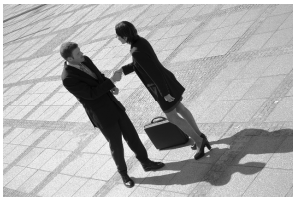
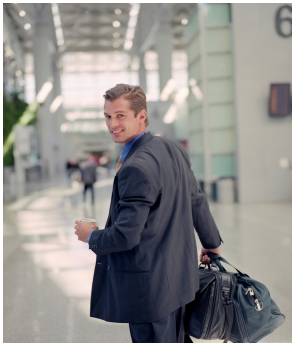
### Who should attend?

This workshop is geared to managers, project managers and team members on any type of project who need to understand financial concepts at a level beyond that of simple Earned Value. Project managers preparing for the PMP exam who need to understand Project Cost Management at a deeper level.

The Seminar Series is designed for groups of 15-30.

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## TEAM BUILDING SEMINAR— 4 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Leadership Topics area.

### Course Description

This course provides a survey of current team building tools and methodologies which may be employed to help build team cohesiveness. Due to the time restrictions of a four-hour format exercises used are short and some methodologies, such as Myers Briggs MBTI are discussed at a high level to inform class participants of specific skills they may want to pursue. Several current theories and their application are introduced, including:

- McGregor's Theory X, Theory Y
- Myers Briggs Type Index
- Maslow's Hierarchy of Needs
- Herzberg's Theory
- Situational leadership

### Exercises

Brief instructional exercises will be employed to reinforce the principles being introduced.

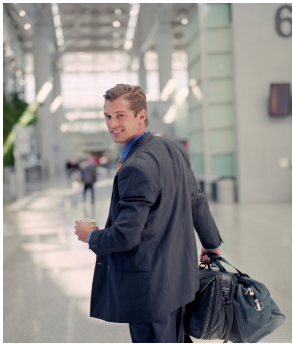
### Who should attend?

People working in a team environment or managing a project team who want to better understand the dynamics of a team environment in order to increase their own effectiveness and that of their team. Project managers preparing for the PMP exam who need to understand Project Team Management at a deeper level.

The Seminar Series is designed for groups of 15-30.

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## RISK MANAGEMENT SEMINAR— 8 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Technical Topics area.

### Course Description

Project Management at its roots is in fact Risk Management. PMI® defines a successful project as receiving the function expected, on the original date and at the price originally committed. When surveyed, most executives regardless of the industry they represent, will state that what they received in terms of a project delivery satisfied that requirement only about 24% of the time.

Our Risk Management Seminar is a survey course which addresses the current state of risk management and presents current industry best practices. This course uses a case-study based methodology which provides:

- An environment to investigate multiple approaches, tools and techniques
- Hands-on risk assessment and evaluation experience
- A team approach fostering group interaction and an exchange of ideas and experience.
- Direct, instructor led feedback with participation by all student teams

Students will be given the opportunity to directly apply the knowledge gained in the team setting and through individual exercises. This provides a practical approach to explore proven strategies while reinforcing the importance of risk management in achieving enterprise goals and objectives in today's volatile business environment. Due to the brevity of this course, only Risk Identification and Risk Quantification will contain detailed exercises. Follow-on processes and analysis methodologies will be covered at a high level only.

### Case Study Description

Ranier Drugs is a retail drug chain located in the US with 120 stores located in the northeastern region. They have just purchased Eurodrug, Ltd., a British based company with 30 stores located throughout the British Isles and another 30 in France and Germany. Eurodrug has been looking to purchase yet another company, SloMed Pharmacies, a drug store outlet with 80 stores located throughout Eastern Europe: Twelve each in Slovakia and the Czech Republic, thirty-two in the former East Germany and the remaining twenty-four in Hungary. You and your team are consultants hired to assist their organizations to plan and execute the consolidation of these disparate corporations. At each milestone in the process your team will present and defend your analysis to the instructor and the other teams. You will also be given an opportunity to question your client stakeholders. (All company and client names are fictitious. Similarity to any current or former company or client is coincidental.)

### Who should attend?

Experienced Project and Program Managers evaluating the adequacy of Risk Management in their organizations. Stakeholders and Sponsors who may participate in the review and evaluation of team analysis. Managers attempting to assess the effectiveness of their internal risk management practices.

The Seminar Series is designed for groups of 15-30.

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Project Leadership Series



## EVOLUTION OF QUALITY MANAGEMENT— 4 HOURS

This seminar may be used to fulfill requirements in the PMI CCR Technical Topics area.

In this we survey the area of Quality Management initially from the PMI perspective, but then expand upon the topic to address the world-wide issues and actions which led to the near universal adoption of the Six Sigma methodology in industry.

### Course Description

Our course reviews the quality issues in the United States during the last decades of the 20<sup>th</sup> Century, the early formulation of the now pervasive quality movement and the impact that it had particularly upon the technology and automobile industries in the United States. We will look at the early leaders of the quality movement and their contributions to the Japanese manufacturers who forced our industrial giants to play catch-up after ignoring those same leaders for over a decade.

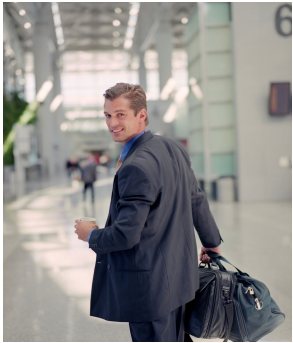
### Who should attend?

Experienced Project and Program Managers evaluating the adequacy of Quality Management in their organizations. People attempting to understand at a high level what Six-Sigma means and how it might apply to their organizations. Managers assessing the value of in-depth Six-Sigma training for themselves and/or their teams. Project Managers requiring additional educational PDUs in the Technical training area

The Seminar Series is designed for groups of 15-30.

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## PMO-101 SEMINAR – 1 HOUR

This seminar may be used to fulfill requirements in the PMI CCR Leadership Topics area.

We will provide this session as a “Working Lunch” or “Get Away” session.

### Course Description

The name of this seminar is deceiving as it really addresses the problem of introducing a culture-changing, or paradigm shifting event within an organization which can cause a 25-33% organizational turn-over. We use a series of four “internal memos” which circulate through a group as a new project management approach is being introduced to an existing, mature organization. Attendees will analyze each memo and assess the organization’s readiness and acceptance level. We will then lead a group discussion on the current situation.

### Who should attend?

Managers and projects managers who are about to undertake the introduction of a new methodology with their team. Organizational leaders assessing the need for Team Building discussions and exercises within their organization.

The Seminar Series is designed for groups of 15-30.

Content may be customized to fit the needs of any organization or may be offered as is.

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