

"We Simplified Our Universe...
So That You Could Improve Yours"



Project Management

Lean Excursions for
Project Success and Sustainability



A division of CMA Enterprise
Incorporated

About Us



CMA Enterprise Incorporated is a Process and Performance Improvement Consulting firm. We specialize in raising your levels of maturity and enhancing your capability and capacity. Our approach is to use methodologies tied to the performance and process improvement disciplines that delivers AHA Moments™ again and again.

At CMA our reputation in the marketplace is that we are known for bringing our clients' organizations full circle so that we can move you forward. Our value proposition is ...

- Reliability
- Accuracy in Solutions Delivery
- Integrity
- Results Oriented
- Professional and Experienced

As a boutique Performance and Process Improvement Consulting Firm headquartered in Davie, Florida our clients receive a personal touch when it comes to service.

Our Team focuses on leading mid-sized and participating in teaming engagements that enables us to facilitate the following for our clients...

- *Mitigate challenging processes and performance issues within your organization,*
- *Facilitate Lean Six Sigma Certification Training and Project Coaching*
- *Recommend cost savings measures for ongoing sustainable improvement,*
- *Facilitate organization and workforce cultural transformation and diversity & inclusion framework,*
- *Enhance and identifying revenue streams when needed,*
- *Develop and/or review operating policies and Procedures for continuity and consistency in your operations,*
- *Maximize your leadership talent through one on one coaching and workforce training*
- *EEO Compliance Technical Assistance*
- *Resolve Conflict with proactive alternative dispute resolution*
- Project Management and Technical Assistance



Why Train with CMA's Project Management Program?

CMA offers a unique remedy that provides our clients with the ease of understanding the concepts and methodologies introduced. By simplifying our universe, we have been able to help you improve yours with sustainable results. Your ROI is immediate because with we provide you with the support you need to be successful in your Journey. **We are considered a third party provider for this curriculum and it is accepted by PMI. The curriculum is designed in accordance with the PMBoK as published by PMI.**

- CMA Excursions ensure that you are able to walk before you run
- If you have completed the course activities, you are prepared to enter the workplace fully prepared to oversee projects in real time.
- Our training team is comprised of experienced professionals and practitioners.
- CMA brings Lean Project Management to you translated into everyday business language
- Project Coaching is simulated into the training through the case studies used. This aids in bringing a faster ROI to you and your organization because you are able to visualize the tools and methods introduced in real time.
- Participants are given the practical tools necessary to perform effectively as a project manager.



The duration for our course is **2 days or 16 hours for classroom sessions** and up to **60 days for online excursions**.

The training will introduce all of the key elements of Project Management in accordance to the body of knowledge with emphasis on the core methods and analytical tools that are important to sustainable and successful project management (PM) with a “taste” of Lean Six Sigma.

What Will I Learn?

Participants will understand the concepts and methodology of Project Management, Strategic Thinking, and how it links with managing organizational goals. Participants will be able to apply:

- Methods for translating the Voice of the Customer into the Voice of the Business
- Methods for mobilizing an initiative from a to z
- Building the execution and monitoring plan
- Methods for Improving and Controlling the Project Management Process and promoting out-of-box thinking and continuous improvement

Is there a Candidate Criteria?

- There is no set criteria to take this course other than the need to expand one's horizon
- The desire to learn analytical method to problem solving and decision making

Project Management Toolkit:

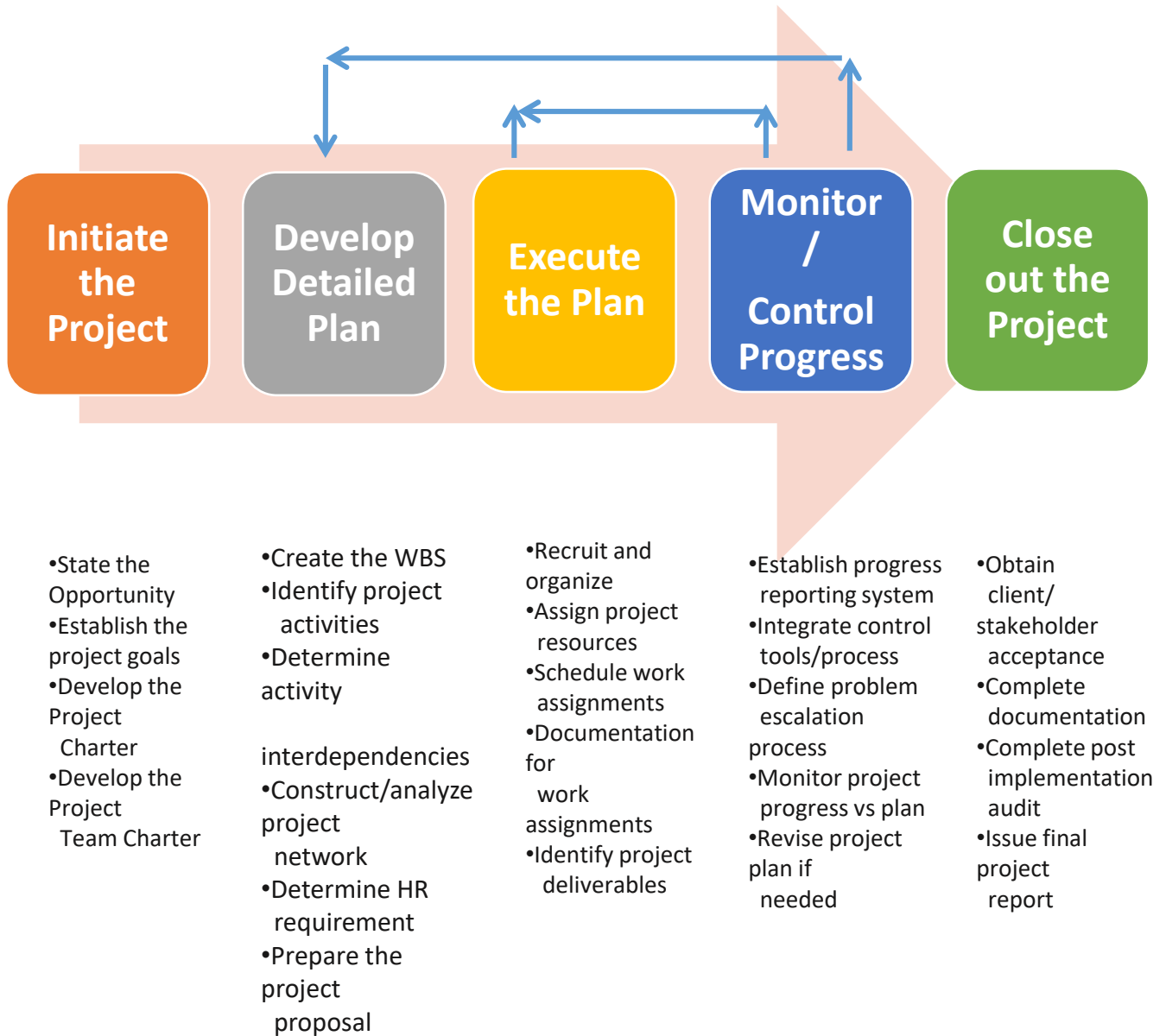
- Recommended Reading from Project Planning, Scheduling and Control *fourth edition*
- 3 ring binder
- Project toolbox (flash drive)

We believe that setting the right tone for an improvement initiative or project is as important as the people running it.

Our Project Management Excursion provides your Leadership and Project Team Members with best practice tools and methodologies that build confidence and capability for sustainable success for all involved

Lean Project Management Excursions

The excursion topics include but are not limited to...



Project Management Toolbox

Breakeven Analysis	Vetting Team Worksheet	Project Controllables Worksheet	Requirements Management Plan
Controllable Time Worksheet	Project Executive Summary	Flow Charts	Revenue Forecasts
Project Goals & Objective Grid	Issues Prioritization Grid	Communication Plan Worksheet	Change Management Worksheets
Project Constraints Worksheet	Project Metrics	Project Milestones	Expense Trends Budget
Project Definition and Overview Worksheet	Project Manager Selection Questionnaire	Stakeholder Register	Float Diagram
SWOTT & PEST Chart	Meeting Planning Template	Project Charter	Gantt Chart
Project Team Charter	Team SWOTT Worksheet	Project Assumptions Worksheet	Learning logic (lessons learned)
Event Planning Tracker	Expected Value Calculator	Ishikawa	Project Assignment worksheet
Marketing Plan Worksheet	Project Budget	Project Deliverables & Timeline	Project Management performance Review
Risk Identification	Quality Check list	WBS	Project Status Summary
Duration Estimation Schedule	Project Team Performance Review	Project Equipment and Inventory schedule	Fixed Asset Record
Knowledge Management Report – Technology	Lessons learned	Presentation for post mortem	Project Transition template

“We are the Organizers of Your Business Puzzle”

~Gail P. Birks, President



207 Laurel Oak Lane, Suite B
Davie, Florida 33325

Office: 954-476-3525
Fax: 954-370-0803
cma@cma-ent.com
www.cma-ent.com