



PMI®

NORTHERN ITALY CHAPTER

Facilitating Effective Meetings Planning, Status and Lessons Learned

WEBINAR in ENGLISH – May 27, 2019 – 18:30-19:30 CEST 1 PDU STRATEGIC FOR ALL PMI CERTIFICATIONS



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Abstract

The projects you lead for your company are often multifunctional and engage a wide variety of stakeholders. Rigorous planning is vital to your organization’s ability to oversee project execution and success. But project planning often tends to be done piecemeal or not at all, many times leading to missing and/or incomplete information and correspondingly poor results. Effective planning meetings will help you not only develop and use key artifacts, they will also strengthen and motivate your team. As a project or program manager, you can help drive effectiveness of all your projects if your meetings are well-run, to-the-point, yield clear direction and are results-oriented.

This session will assist you in your projects by providing valuable tips and ideas. Using the concept of a large multi-day planning meeting, we’ll discuss how to set up and facilitate such a meeting both in person and in virtual environments. Since those same techniques also apply to smaller meetings, we’ll also discuss, status and lessons learned meetings. We’ll also briefly discuss Agile and the similarity of scaled Agile to more traditional planning sessions.

Opening of the platform

18:15

If you have never used the platform, we kindly invite you to login earlier and check if the system works

Start of the webinar

18:30

During the webinar you can write your questions and comments using the Q&A section

End of the webinar

19:30

In order to participate at the webinar, please visit the PMI-NIC website (www.pmi-nic.org), check under the Events sections and follow the instructions, or you can directly register at the following link:
<https://register.gotowebinar.com/register/6617164839573479681>

Since 2003, as a principal of JP Stewart Associates, Jim has been engaged in multiple endeavors including consulting, training and mentoring. A PMP since 2001 and Certified Scrum Master since 2013, he provides PMP Prep training both in public and private in-house sessions. In consulting, he frequently contributes by helping organizations increase their project maturity. He recently consulted to a financial services firm to help them set up a project management office and received his IC-Agile coaching certificate. Jim is on the PM advisory board of a training organization called MindEdge, Inc. and is co-author of the book: *“How to Facilitate Productive Project Planning Meetings : A Practical Guide to Ensuring Project Success”*. He will be providing a one-day Intro to Agile workshop at Project Summit/Business Analyst World in the fall.
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Speakers

Jim Stewart
PMP, CSM, PMI-ACP



Rich Maltzman, PMP, recently retired from a 40-year career in the telecom industry, with the last 30 years in a Global PMO role. He's currently a Senior Lecturer at Boston University, developing and teaching classes in Project Management and Qualitative & Quantitative Decision Making. Rich is the co-founder of EarthPM, LLC, a company devoted to integrating sustainability thinking into project management. He also co-authored several books: *“Green Project Management”* (Winner of PMI's Cleland Award for Literature), *“Project Workflow Management: A Business Process Approach”*, *“Driving Project, Program, and Portfolio Success: The Sustainability Wheel”*, *“Bridging the PM Competency Gap”*, *“How to Facilitate Productive Project Planning Meetings : A Practical Guide to Ensuring Project Success”*.
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Richard Maltzman,
PMP, Cleland Award-winning author



The **PMI Northern Italy Chapter** (PMI-NIC) is a reference point for all the professionals interested in project management living or working in Northern Italy. The Chapter has more than 2,300 members and half of them are PMP (Project Management Professional) certified. The Chapter belongs to the Project Management Institute (**PMI**), the most important professional association for project management. Founded in 1969 in the USA, today the association had more 550,000 members worldwide in 296 Chapters.

The PMI-NIC has also seven territorial entities called Branches: Branch Lombardia, Branch Piemonte e Valle d'Aosta, Branch Veneto, Branch Trentino Alto Adige-Südtirol, Branch Friuli Venezia Giulia, Branch Liguria and Branch Emilia Romagna.

A note to the participants: in order to qualify for the PDU please remember that ONLY the online participation (via app, computer or tablet) is valid.