

*Project Management • Agile • Lean Six Sigma • Microsoft Project/Project Online*



## 2019 CORPORATE TRAINING CATALOG

### WHY TRAIN WITH WILLIAM GEORGE ASSOCIATES?

- Over 5,000 students trained in 16 years;
- The WGA Training School in Burlington, MA is licensed by the State of Massachusetts;
- WGA offers open enrollment AND Custom On-site training;
- The best instructors in the USA!
- Agile/Scrum Certification
- Lean Six Sigma Green Belt Certification
- Microsoft Project Online **NEW!**
- Microsoft Project 2016
- PMP and CAPM Certification Prep

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978-869-6651*

# WGA 2019 CORPORATE TRAINING CATALOG



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## ABOUT WILLIAM GEORGE ASSOCIATES LTD.

William George Associates Ltd. ([www.williamgeorge.net](http://www.williamgeorge.net)) provides comprehensive Agile, Project and Portfolio Management, and Lean Six Sigma B2B solutions including Training, Consulting, and Staffing.

Founded in 2002 after Mark Hall led a PMO in a successful turnaround in the Semiconductor industry, WGA has been a go-to provider for organizations looking to better plan and execute products and projects. Concentrating on the elements that provide results and ROI as soon as possible, WGA recommends a “just enough” consulting approach. We are committed to deliver a 95% (2 Sigma) solution to clients in 20% of the time and cost of our competitors using Agile and Lean practices.

WGA operates a Training School in Burlington, MA with open-enrollment public courses offered every 5 weeks. WGA recently announced the opening of the Center for Agile Strategy and Project Management – a facility where companies may send their product and project teams for 2-day sprints of customized client-specific training, certification or consulting.

WGA consulting services include Project Management Office (PMO) implementations, custom process development, and implementations of Microsoft Project Online (POL), Microsoft Project, and Project Server.

This combination of services allows clients the most effective and efficient solutions available in the market.



For information please call 978.869.6651

# WGA 2019 CORPORATE TRAINING CATALOG

## WGA AGILE/SCRUM CERTIFICATION (2-DAYS)-\$1,395

### Course Description

This is an action-packed 2-day certification class which role models the energy of the Scrum process while providing knowledge and awareness through lecture and skill-building via a hands-on class project. A certification exam is taken by participants just before graduation.

### Course Objectives

- This course provides certifications for Product Owners (SCPO™), Scrum Masters (Certified Scrum Master™), Team Members (SCTM™) and Project Managers (SCPM™). Everyone learns all the roles. This reinforces the Team concept and allows the entire class to appreciate those having different roles. All participants will know the core concepts of Agile methods and the Scrum process. WGA teaches the Spotify model for scaling large projects.
- The class will be divided into teams and all teams participate in a team-building project. During the afternoon of the first day, each team will select an idea for a new product and exercise all steps in the Scrum planning process. They elaborate product ideas into Vision Statements, Requirements, Feature lists, MVP, and write User Stories for MVP features.
- The class project includes Fibonacci planning poker for User Story sizing, then Release planning will be performed and User Stories recommended for the first Sprint. Those Stories will then be elaborated in Sprint planning into tasks and effort and the sprint length for the project will be determined thusly.
- The Scrum artifacts are then put into a popular Scrum software tool so the teams know how to perform these functions.
- Mock daily Stand-ups are held by each team using pre-canned scripts by role. The team does a mini-Retrospective discussing the role-plays.
- Each team presents their product idea to the other teams.
- While participants are taking the certification exams, the instructor prepares product documentation in case intellectual property was developed by the teams (it belongs to them). All participants receive Scrum templates for use in the workplace.
- Graduation is conducted.



### 2019 Schedule

February 1-4

March 7-8

April 11-12

May 16-17

June 20-21

July 25-26

August 29-30

October 3-4

November 7-8

December 12-13



# WGA 2019 CORPORATE TRAINING CATALOG

## LEAN SIX SIGMA GREEN BELT CERTIFICATION (8 DAYS) - \$4,950

### Course Description

This is a game-changing 8-day certification class which provides knowledge and awareness of how Lean Six Sigma minimizes waste and cost and furthers the culture of continuous improvement.

### Course Objectives

- This course provides LSSGB certification. Participants are taught fundamental concepts of Lean (minimizing waste) and Six Sigma (minimizing defects). Core definitions and the history of Lean and Six Sigma are presented. Lecture topics include: overview of DMAIC, Voice of the Customer (VOC), Cost of Quality (COQ), Kaizen, 5S, Standard Work, Total Productive Maintenance (TPM), Poka-Yoke, Continuous Flow, and Theory of Constraints (TOC), Value Stream Mapping (VSM), SIPOC process, and Solution Affinity Diagramming.
- Lecture is held each morning and the class project is the focus each afternoon.
- The class is divided into teams and all teams participate in a team-building project. During the afternoon of the first day, each team selects a wasteful business process to be utilized in the class project that will exercise the key tools of Lean. The VOC for the project is determined and the class Project Charter is defined. One of the most important tools is the Value Stream Mapping process, so the process is taught in the morning and teams develop a current state VSM over the course of 2 days. A current state SIPOC is developed after the initial VSM is defined. The suspect process is then analyzed and optimized creating a future state VSM and SIPOC. Project process improvement metrics are calculated and documented and a project plan to implement the new process is developed. A formal presentation is produced and delivered in the latter days of the course.
- Participants take the certification exam and Lean templates are provided to the students.
- Graduation is conducted.
- A newly minted LSSGB can be expected to participate in business process optimization projects and contribute significantly to an organization's culture of continuous improvement.



### 2019 Schedule

January 22-31

February 25-March 6

April 1-10

May 6-15

June 10-19

July 15-24

August 19-28

September 23-October 2

October 28-November 6

December 2-11



# WGA 2019 CORPORATE TRAINING CATALOG

## MICROSOFT PROJECT ONLINE SETUP AND ADMINISTRATION (2-DAYS)-\$1,395

### Course Description

Project Online (POL) is the cloud-based enterprise Project Management software solution from Microsoft which leverages the collaborative power of SharePoint and the functionality of Project Server. It is the most flexible, configurable, and cost-effective Project Management system available in the market. This is a hands-on, energetic class that teaches the tool from setup to reporting.

### Course Objectives

- Using the WGA Training Center's electronic classroom, participants will be taught theory of operations for all cloud-based software solutions. The cloud offers Lean alternatives to on-site servers and software. Microsoft provides the solution such that a client could activate cloud subscription licenses in a matter of minutes.
- An overview of the key features is shared with the class including: easy creation of projects, Anywhere access via mobile devices, Work management, Demand management, Portfolio analytics and project selection, and Resource, Schedule. Financial, and Time and Task management are demonstrated.
- POL is offered via Office 365 (O365) and students are taught how to create and customize an O365 tenant. Users are added and a role is assigned to each.
- The POL instance is provisioned by creating Project Web App (PWA) instances via SharePoint Administration Center. Students then learn how to create a PWA Site Collection.
- User roles are defined and taught including: PM, Resource Manager, Team member, Portfolio Manager, and Portfolio Viewer. User training is provided for each role.
- POL Administration roles and responsibilities are then covered and Server Settings are discussed.
- The last module is Reporting which is one of the most important features of POL. Out-of-the-box reports are taught as well as PowerBI which is the data visualization feature of the tool.
- Participants receive a Certificate of Completion during Graduation.

Risk Management KPI Dashboard Showing Open...



### 2019 Schedule

January 11-14

February 14-15

March 21-22

April 25-26

May 30-31

July 3-8

August 8-9

September 12-13

October 17-18

November 21-22

December 26-27

Available  
On-site

# WGA 2019 CORPORATE TRAINING CATALOG

## MICROSOFT PROJECT 2016 (2-DAYS)-\$1,395

### Course Description

This is a high value 2-day class which teaches participants how to set up and use the most widely used scheduling software tool in the world. Graduates will know the fundamentals of the tool and be able to create project schedules, status them and generate impressive status reports for their bosses.

### Course Objectives

- The first thing students will learn is Theory of Operations for Microsoft Project 2016. They will know the applications for the tool, and why the tool can help an organization benefit by creating great schedules that reflect the truth about project performance.
- Instructors will teach the important features of the User Interface. They will then learn how to set up the parameters of the tool so schedules respond predictably to user inputs.
- Students will create a Work Breakdown Structure (WBS) then elaborate the WBS into tasks. Those tasks will then be sequenced into a Network Diagram reflecting the logical relationships between and among tasks. Durations and effort will be estimated for each task in the project.
- The types and cost (hourly rates) of resources will be applied to the tasks and students will learn the Baseline feature that establishes the schedule commitments of the project. Learning to setup Microsoft Project 2016 properly ensures the integrity of the schedule.
- Projects are then updated for status during executing, and out-of-the-box reports are taught so students can inform stakeholders of the progress of projects.
- Students are then taught how to build master projects to allow the tracking of the many projects for a department or all the strategic projects of a company.
- Upon Graduation, participants receive a Certificate of Completion.



### 2019 Schedule

January 9-10

February 12-13

March 18-19

April 22-23

May 28-29

July 1-2

August 5-6

September 10-11

October 15-16

November 19-20



# WGA 2019 CORPORATE TRAINING CATALOG

## PMP/CAPM-PREP (5-WEEKDAYS)-\$3,150

### Course Description

#### Course Description

This is an action-packed 5-day bootcamp that prepares participants for PMI's PMP or CAPM Exams. Using WGA proprietary tools, student knowledge is baselined then lecture and chapter quizzes are supplemented with a major hands-on class project where teams develop an integrated project plan using 'just enough' process to add value while remaining efficient.

#### Course Objectives

- The instructor first administers a baseline closed-book test to establish each student's starting point for knowledge required to pass the PMP or CAPM Exams.
- Determining eligibility for PMP/CAPM is covered as well as the application and Exam booking process through Prometric.com
- Foundational principles of Project Management are taught including key definitions, concepts, and requisite skills including leadership, communication, negotiation, and motivation. Several class exercises reinforce these skills and allows the instructor insight into each student's capabilities.
- The instructor then teaches the PMI Process Groups and Knowledge Areas to solidify process expertise required to pass the Exams. The class project is one selected by the teams and the required artifacts are produced in the project planning simulated project including: the project charter, requirements, WBS, Network Diagram, task effort and duration estimates, project schedule, communication plan and risk plan.
- On the last day of class each team presents its project to the others, a final review of the material is performed and a final test is taken to measure learning during the course just before Graduation.
- All participants receive WGA PMO processes and templates.



### 2019 Schedule

January 2-8

February 5-11

March 11-15

April 15-19

May 20-24

June 24-28

July 29- August 2

September 3-9

October 7-11

November 12-18

