

**OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS
ENTERPRISE TRAINING SERVICES (HR-21.1)**

in partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

**NATIONAL ENVIRONMENTAL POLICY ACT AND
ENVIRONMENTAL LAWS AND REGULATIONS**

COURSE DESCRIPTION:

This course is part of the Project Management Career Development Program (PMCDP). It is an elective course for PMCDP Level 2 certification, but it may apply to other levels of project director development. This course addresses the effects of the National Environmental Policy Act (NEPA) on the activities of a DOE project director, and it provides participants with a broad knowledge of the major environmental regulatory acts.

COURSE OBJECTIVE:

The objective of this course is to prepare participants to develop hands-on knowledge of NEPA and other environmental regulations, so that they can integrate the preparations required to meet environmental regulations into the critical decision process and overall project schedule.

CHRIS CODE:	001046	SESSION #:	0012
COURSE DATE:	June 19-21, 2007		
TIME:	8:30 a.m. – 4:00 p.m.		
LOCATION:	Richland Operations Office Consolidated Information Center - Room 214 2770 University Drive Richland, WA		

TARGET AUDIENCE: Federal project directors, prospective project directors, and IPT members. The course is designed for project directors with at least seven years of experience in project management and who currently work in a project management position on a project with a total project cost (TPC) of at least 100 million dollars; however, it will be beneficial to any project director involved with environmental regulations.

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. **REQUIREMENT:** To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Steven Head, Human Resources Assistant, at (202) 586-9512 or Deborah Jones, Training Consultant, at 202-586-4447. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

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PROJECT MANAGEMENT SIMULATION

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification, but it applies to all levels of project director development. This computer-based project management simulation enables participants to exercise and integrate a wide variety of project management skills.

This 5-day course addresses:

- Developing defensible project plans
- Applying PM tools and techniques effectively to plan, track, and control projects
- Improving project team performance
- Improving interpersonal effectiveness
- Analyzing project information, report status, and needs
- Identifying complex project tradeoff decisions
- Recognizing when to focus on task and when to focus on process

CHRIS CODE:	001029	SESSION #:	0014
COURSE DATE:	July 9-13, 2007	TIME:	8:00 am - 4:30 pm
LOCATION:	Berkeley Site Office Lawrence Berkeley National Laboratory One Cyclotron Road Berkeley, CA 94720		

TARGET AUDIENCE: Level 2 federal project directors, prospective project directors, and IPT members. Attendees of this course should have a minimum of five years of experience in project management and should currently work in a project or program management position for a project with a total project cost (TPC) of at least 20 million dollars; however, it will be highly beneficial to PMCDP participants seeking any level of certification.

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. **REQUIREMENT:** To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Shira Holmes, Human Resources Assistant, at (202) 586-8449 or Jackie Battle, Training Consultant, at 202-586-9547. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

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PROJECT LEADERSHIP/SUPERVISION

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification, but it applies to all levels of project director development.

A highly interactive experience designed to stimulate long-term leadership growth, this course addresses:

- Leadership principles and styles
- Identifying individual strengths and weaknesses
- Human resources supervision and motivational techniques
- Integrated project team building
- Organizing and motivating team members

CHRIS CODE: 001045

SESSION #: 0012

COURSE DATE: July 10-12, 2007

TIME: 8:30 am – 4:30 pm

LOCATION: Oak Ridge Operations Office
Federal Office Building, Room G-059
200 Administration Road
Oak Ridge, TN

TARGET AUDIENCE: Level 2 or higher federal project directors; information technology project directors; integrated project team members; and prospective project directors. Attendees at this course should have 5 years experience in project management and should currently be in a project management position on a project with a total project cost of 20 to 100 million dollars.

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.
REQUIREMENT: To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Joyce Lancaster, Human Resources Assistant, at (202) 586-8676 or Evelyn Coleman, Training Consultant, at 202-586-9519. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

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PROJECT LEADERSHIP/SUPERVISION

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification, but it applies to all levels of project director development.

A highly interactive experience designed to stimulate long-term leadership growth, this course addresses:

- Leadership principles and styles
- Identifying individual strengths and weaknesses
- Human resources supervision and motivational techniques
- Integrated project team building
- Organizing and motivating team members

CHRIS CODE: 001045

SESSION #: 0012

COURSE DATE: September 11-13, 2007

TIME: 8:30 am – 4:30 pm

LOCATION: Strategic Petroleum Reserve Project Office
DOE Training Room
900 Commerce Road
New Orleans, LA

TARGET AUDIENCE: Level 2 or higher federal project directors; information technology project directors; integrated project team members; and prospective project directors. Attendees at this course should have 5 years experience in project management and should currently be in a project management position on a project with a total project cost of 20 to 100 million dollars.

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.
REQUIREMENT: To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Shira Holmes, Human Resources Assistant, at (202) 586-8449 or Jackie Battle, Training Consultant, at 202-586-9547. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

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PROJECT RISK ANALYSIS AND MANAGEMENT

COURSE DESCRIPTION:

This course is required for Level 2 certification and is designed to prepare DOE project managers to: determine project risks and develop risk management and mitigation strategies; determine at which points in a project life cycle Risk Analyses should be performed; evaluate potential risk probability and consequences, determine risk factors, select risk management or mitigation strategies, and develop a risk management plan. Participants will also acquire the skills that will enable them to assign risk responsibility between DOE and contractors; determine appropriate project cost and schedule contingencies for identified risks; determine appropriate project management and controls tools to assist in managing identified risks; and evaluate project Estimates at Completion (EAC) and remaining contingencies to determine adequacy of funds. The course also integrates a representative project management software risk analysis tool, using laptop computers, to demonstrate current modeling tools and techniques in managing risk.

OBJECTIVE: The objective of this course is to prepare participants to identify project risks and to develop risk management and mitigation strategies to address those risks.

CHRIS CODE: 001033 **SESSION #:** 0010
COURSE DATE: July 16-19, 2007
TIME: 8:30 am – 4:30 pm
LOCATION: Idaho Operations Office
Willow Creek Building, Room 315
1955 Fremont Avenue
Idaho Falls, ID

TARGET AUDIENCE: Level 2 Federal project directors; IT project directors; integrated project team members; and prospective project directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least 20 to 100 million dollars; however, the course will be beneficial to PMCDP participants seeking higher levels of certification. (TPC may differ for IT project directors.)

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. **REQUIREMENT: To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.**

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Heather Barth, Human Resources Assistant, at (202) 586-8522 or Bonnie Chin, Training Consultant, at 202-586-9522. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

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INTEGRATING SAFETY INTO PROJECT MANAGEMENT

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP) and is required for Level 1 certification. This course applies to all levels of project director development and emphasizes the need to integrate safety into project planning, design, and decision making within the critical decision process. This course focuses on DOE safety foundations and requirements central to the federal project director's role in achieving safety throughout the acquisition process.

OBJECTIVE: The objective of this course is to prepare the participant to effectively apply safety management requirements throughout the project acquisition life cycle. Particular emphasis is given to the planning and design phases where application of a Failure Mode and Effects Analysis should identify potential hazards and mitigation strategies. Using a case study, this process will examine nuclear, environmental, and worker safety issues in a representative project.

CHRIS CODE: 001035

SESSION #: 0014

COURSE DATE: August 7-10, 2007

TIME: 8:30 am - 4:30 pm

LOCATION: Nevada Operations Office
Searchlight Room
232 Energy Way
North Las Vegas, NV

TARGET AUDIENCE: Level 1 Federal project directors; prospective project directors; and integrated project team members. Attendees of this course should have at least two years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least 20 million dollars; however, the course will be beneficial to PMCDP participants seeking higher levels of certification.

REGISTRATION PROCEDURE: Registration should be accomplished using the CHRIS Workflow Process. The session's CHRIS registration status will be closely monitored. If the session has not attained the minimum registration level in CHRIS, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

REQUIREMENT: To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals at the Enterprise Training Services: Steven Head, Human Resources Assistant, at (202) 586-9512 or Brian Haynes, Training Consultant, at 202-586-9515. All other questions, please contact Wanda Chambers, Program Manager, Office of Engineering and Construction Management, at 202-586-8114.

