

Summary of Conference Speaker Requirements (Training and Technical Presentations)

Requirement	Description	Due Date	Comments
Commitment	Email expressing desire to participate and to satisfy all of the speaker requirements	July 18, 2007	Send to track chair, cc ExecAdmin@pmi-cpm.org
To Qualify: Submit Abstract and Bio, combined	No more than 250-word summary abstract of intended presentation for Conference Flyers and Agenda Notebook. No more than 250-word biography of relevant experience for Conference Flyers and Agenda Notebook	July 18, 2007	Combined on one page with bio in Arial 10 pt (exactly per attached sample) Send to track chair. Abstracts and bios that are not per the sample will not be considered.
CPM will notify selected Speakers	Speakers and presentations will be selected based on Conference Objectives	NLT August 6, 2007	Each Director or track chair will notify selected Speakers.
Presentation Material: - Training = 75 min - Workshops =75 min. - Practice Symposium = 45 min - Tools Track = 45 min (Allow time for Q & A within above session durations.)	PowerPoint slideshow for Proceedings CD & the Training Notebook	September 7, 2007	Presentation must be a PowerPoint file, no PDF files. FIRST PAGE TO INCLUDE TITLE OF PRESENTATION AND AUTHOR. Please keep to a minimum number of slides for time allotted. Selected speakers submit presentation at http://www.pmi-cpm.org/submit/document.asp
Registration	Registration at special speaker's rate	NLT September 7, 2007	Speaker Registration Fee - \$350
Reception (optional)	Speakers' Reception on the evening before the conference starts	November 4, 2007 6:00-8:00 PM at the Conference Hotel	This reception affords us the opportunity to recognize and reward speaker contributions
Presentation Delivery	Delivery of prepared Presentation at the conference during a scheduled session	November 5-7, 2007 as scheduled	Specific place and time of presentation will be coordinated prior to conference

ABSTRACT OF PRESENTATION

Scheduling Basics: Schedule Development and Analysis

Scheduling is fundamental to everything we do in project management and is the foundation for estimates, resources and staffing; they have impacts on the bottom line financial health of a company. Schedules are the map to achieving the goals that must be accomplished to complete a project. They are also the communication tools for integration and coordination. The development of the schedule is key and must represent time commitments from all who support the project. The use of networks in the planning of a new project assures communication between team members and provides a better understanding of the project as a whole. The Critical Path Method of schedule analysis is the basis for most project applications. Network development and critical path methodology will be discussed.

Frequently, resources are not considered during schedule development, which results in a schedule that may represent a plan that is inefficient or impractical to implement. Resource demand and availability must be analyzed as part of the scheduling process. The efficient use of resources should also be a goal during scheduling. A method of assessing resource demand versus availability will be presented including criteria for leveling requirements within availability.

This session is for individuals who are new to the concepts of network-based schedules, critical path analysis, and resource demands vs. availability or for those who need reinforcement in the basics.

BIOGRAPHY OF PRESENTER

L. Sue Cooper, The Boeing Company - Seal Beach

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Sue Cooper has over 30 years of Scheduling and Financial Management experience with Boeing. During that time she has been involved in the program planning functions of scheduling and budgeting, as well as the design and operation of automated business management systems. She is currently Senior Manager, Program Plans & Schedules for Boeing, Integrated Defense Systems, Seal Beach, CA, which encompasses schedule baseline establishment, maintenance, cost/schedule integration and customer reporting. She has membership on various corporate teams striving for common processes and systems throughout the Boeing Company.

Prior to her present position she was Senior Manager of Cost and Schedules Compliance activities for Boeing, Expendable Launch Systems, Huntington Beach, CA, which included EVMS oversight, training and management of the schedule software group. She also was Senior Manager, Program Schedules, Space Station Program, which included management, development and maintenance of the integrated schedule for the MDA portion of the Program.

She also spent time at Douglas Aircraft, where she was the Management Control System (MCS) representative for the Engineering portion of the C17 during the development phase of the program. Additional responsibilities included the management, design, training and support of the Cost/Schedule software applications utilizing various management software packages.