

Gig:

Design & Deliver Custom Project Management Training

by Donna Gregorio

Description: Are your team members managing projects without formal training? Are junior or “accidental” project managers struggling to keep up with project demands and expectations I can help. As a retired IT project manager, corporate trainer, and graduate school professor, I specialize in delivering customized project management training that meets teams where they are and elevates their skills quickly. With this gig, I can:

-
- Assess your team’s current PM knowledge and recommend focus areas
 - Design and deliver customer project management training tailored to your needs
 - Provide a PMP bootcamp preview for individuals considering certification
 - Offer hands-on exercises and examples to reinforce learning
 - Host a live Zoom session to deliver training or follow up with Q&A (Premium package)

Why work with me:

- 40+ years in IT project management
 - Experienced graduate-level PM instructor
 - Speaker and author on practical, real-world project management
 - Skilled at breaking down complex concepts for diverse audiences
 - Engaging, professional, and results-oriented
-

Let’s build your team’s confidence, skills, and project success rate – starting now.

Basic \$150	Standard \$300	Premium \$500
Needs assessment + outline or recommended training content	Custom training slides + delivery plan (includes 1 round of revisions)	Full live training (up to 60 minutes via Zoom) + custom slides + Q&A follow-up

Gig: Design & Deliver Custom Project Management Training

Initiative Lead	TBD	Total FTE	TBD
Initiative Status	◇	Status Date	<Add date>

Sample Status

Projects	Status	Start Date	End Date
<add the project name>	◇	<add date>	<add date>

Major Milestone	Status	Target Date	Actual Date
<add the milestone statement>	◇	<add date>	<add date>

Status Legend

◇ On Schedule or Early

◇ Complete

◇ At Risk

◇ Late

Budget	
Total	\$
Spent	\$
Remaining	\$

© 2013 THE MITRE CORPORATION. ALL RIGHTS RESERVED. FOR INTERNAL USE ONLY.
This document is for internal use only and is not to be distributed outside the organization.

Achievements from <Add quarter start date> to <Add quarter end date>

• Add bullets

Key Risks/Issues

• Add new or updated risks/issues that need executive attention for the quarter. If none, default "No risks/issues"

Key Decisions

• Add new decisions that executives need to provide input/make and/or key decisions initiative/project(s) made that executives should be made aware otherwise use something like "No major decisions"

Next Steps

• Add executive level tasks or activities—ideally, these will move into the achievements box as they complete

PROBLEM FRAMING CANVAS: Defining the Right Problem

Look Inward	<div>What is the problem? Describe it</div> <div>List some symptoms</div>	<div>Why haven't we solved it? <input type="checkbox"/> It's new <input type="checkbox"/> It's hard <input type="checkbox"/> It's low priority <input type="checkbox"/> Lack of resources <input type="checkbox"/> Lack of authority <input type="checkbox"/> A (situational) inequity <input type="checkbox"/> Other: _____ Explain more...</div>	<div>How are we part of the problem?</div> <div>What assumptions and biases surround this problem? Individual, system, explicit, implicit...</div> <div>Which of these might be redesigned, reframed, or removed/do lived experiences of the problem vary?</div>	<div>Who experiences the problem?</div> <div>When and where do they experience it?</div> <div>What consequences do they experience?</div>
	Look Outward	<div>Who else has it? Colleagues, competitors, other domains, etc.</div> <div>How do they deal with it?</div>	<div>Who does not have it? Colleagues, competitors, other domains, etc.</div> <div>Why not? <input type="checkbox"/> Avoided <input type="checkbox"/> Mitigated <input type="checkbox"/> Solved <input type="checkbox"/> Transferred <input type="checkbox"/> Other: _____</div>	<div>Who has been left out so far? Let's broaden our perspective...</div> <div>Who benefits when... ...this problem exists? ...this problem does not exist?</div>
Reframe	<div>Stated another way, the problem is: _____.</div> <div>Make it actionable: How might we _____ as we aim to _____? (action that addresses the stakeholder/user problem) (objective / desired condition to be achieved)</div>			

