

**Saturday 02 March 2013; 8:00AM to 1:00PM**

## **Project Management Workshop, Four Hours by an certified PMP with awarded PDHs**

Oakland University, Dodge Hall of Engineering (DHE200), 2200 N Squirrel Rd Rochester, MI 48309  
<http://www.oakland.edu/map>

08:00AM Registration

08:30AM to 12:30PM Workshop

12:30PM Lunch

Cost: IEEE members \$25, Non-IEEE members \$50

Register and Additional Information with Kevin Taylor, [taylor@ieee.org](mailto:taylor@ieee.org)

The Project Management workshop is intended for engineers, technical leads, project leaders, and functional managers who want to practice the fundamentals of project management to help themselves and their groups accomplish their endeavors, whether at work, at home, or in the community. Participants will learn basic project management techniques, and most importantly, how to apply them in real life without excessive paperwork or overhead! The workshop will include templates and checklists to take away, and examples of how to apply project management techniques to engineering and personal projects.

INTRODUCTION: Definition of a Project, Typical phases of a project

STARTING AND PLANNING A PROJECT: Defining the project scope and requirements, Project risks, Scheduling and estimating, Creating milestones, Refining the Plans

MANAGING THE PROJECT: How do we use planning deliverables to tell if we are on track, How do we use meetings and status to measure progress, How are design reviews and testing critical to gauging project progress, Risk Management

RUNNING MEETINGS, PLANNING MEETINGS, ATTITUDE: pre-selling, pre-coaching, Meeting Roles and Responsibilities, Design/Document Reviews

CLOSING THE PROJECT: Closing the Project, Ensure adequate hand-offs to all groups, Conduct a lessons-learned meeting

## **Project Management Workshop is delivered by T. Lahdhiri, PhD, PE, PMP, SM-IEEE**

Dr. Lahdhiri received the degree of MS-EE in Communication Systems in 1990 and the PhD degree in Control Systems in 1995. Dr. Lahdhiri is currently working for General Motors LLC in Warren, Michigan, where he is holding the position of Strategy Leader for Real-Time Control Systems Simulations within the Advanced Development, Validation & Analysis Department.

Dr. Lahdhiri is a licensed Professional Engineer (PE) in the State of Michigan and a licensed Project Management Professional (PMP) by the Project Management Institute (PMI).

Dr. Lahdhiri authored and co-authored over 16 journal papers and 35 conference papers and his areas of interest include Control Systems, Systems Engineering, Real-Time Modeling and Simulation, and Engineering Management.

Dr. Lahdhiri is a Senior IEEE member and has been leading several activities within the IEEE organization. Currently, he is the IEEE Region 4 (Central USA) PACE Chair, Member of the IEEE-USA PACE committee, Member of the IEEE-USA Career Workforce Policy committee (CWPC), and member of the IEEE-USA Employment & Career Service (ECS) Committee.

Dr. Lahdhiri is the recipient of the 2001 IEEE-USA Professional Achievement Award, the 2004 IEEE-USA Professional Leadership Award, the 2007 IEEE-USA Citation of Honor Award, and the 2012 IEEE Region 4 Jack Sherman Award.