



**The Institute of Electrical and Electronics Engineers  
(IEEE)  
Galveston Bay Section  
Joint Societies Chapters**



**ONLINE Virtual Meeting**

**Saturday, April 24th, 2021 9:00 AM- 10:30 AM US-CDT(Houston)**

**TOPIC: “Project Management Workshop”**

**Speaker: Tarek Lahdhiri, PhD, PE, PMP, BB-DFSS, SM-IEEE, General Motors, Michigan**

**Workshop Overview**

The Project Management workshop/webinar 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.

**Workshop Content**

**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



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

- Risk Management

**Running Meetings**

- Planning Meetings
- Attitude: pre-selling, pre-coaching
- Meeting Roles and Responsibilities
- Design/Document Reviews

**Closing the Project**

- Ensure adequate hand-offs to all groups
- Conduct a lessons-learned meeting

**FER:** Dr. Tarek Lahdhiri received the degree of MS-EE in Communication Systems in 1990 and the PhD degree in Control Systems in 1995. He is a Strategy Leader for Real-Time Control Systems Simulations and Automation within the Global Validation Department at General Motors LLC in Michigan. He is a licensed Professional Engineer (PE) in the State of Michigan, licensed Project Management Professional (PMP) by the Project Management Institute (PMI), and Master Black Belt DFSS certified by General Motors LLC. Dr. Lahdhiri has authored and co-authored over 16 journal papers and his areas of interest include Control Systems, Systems Engineering, Real-Time Modeling and Simulation, and Engineering Management. He is an IEEE member and has been leading several activities within the IEEE organization. Currently, he is the IEEE Region 4 (Central USA) PACE Chair, and a member of the IEEE-USA Career Professional Development (CPD). He had held the position of IEEE-USA Vice President of Career Member Services in 2018-2019.

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. **[Contact Dr. T. Lahdhiri e-mail: [lahdhiri@ieee.org](mailto:lahdhiri@ieee.org)]**

**Registration is required by Friday April 23<sup>rd</sup>, 2021 5:00 PM Houston time to attend.**

**THIS LEADERSHIP PRESENTATION IS COMPLIMENTARY FOR ALL ATTENDEES (IEEE and Non-IEEE)**

**FOR REGISTRATION GO TO <http://events.vtools.ieee.org/m/269581>**

**Log-in Information will be provided to all registrants late Friday April 23<sup>rd</sup>, after registration is closed**