



Washington, DC Chapter The Capital Chapter

Information

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Advanced Documentation Project Management Workshop

Join us for the first workshop of the STC year!
All are welcome.

Want to invite a friend, co-worker, or prospective member?
Send them an invitation when you register.

****Registration and payment are required by November 2nd.****

This half-day workshop covers advanced documentation project management techniques and is geared towards experienced documentation managers and anyone who wants to boost their project management skills. It is a follow-up to the Introduction to Documentation Project Management workshop in January 2006.

Improve your skills in solving thorny management issues such as working in an agile development environment, escalating and resolving project concerns, building scenarios for best case, worst case, and likely outcomes, and more.

Examine real-life business cases developed to justify purchasing and implementing a new content management system. Learn best practices and apply your skills with hands-on activities.

YOU Choose the Topics

The speaker will incorporate discussion, examples, and hands-on exercises that will incorporate the topics YOU select during registration. The topics with the most votes will be the focus of the workshop.

For more information about potential workshop topics see the [Workshop Schedule](#).

Details

When Saturday, November 10, 2007 10:00 AM - 4:00 PM

[Add to Calendar](#)

Where ICF International
9300 Lee Highway
Fairfax, Virginia 22031

[Get Location Map](#)[Get Driving Directions](#)

Planner [Events Committee](#)



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Advanced Documentation Project Management Workshop

As a follow-up to the Introduction to Documentation Project Management workshop held in January 2006, this half-day workshop will cover advanced documentation project management concepts and techniques.

Schedule/Topics

This workshop is ideal for those who attended the introductory workshop, as well as anyone with some prior project management experience. Even more seasoned project management professionals can benefit by brushing up on existing skills and discovering new techniques. Throughout the workshop, attendees are invited to share their experiences and observations.

The speaker will incorporate discussion, examples, and hands-on exercises that will incorporate the topics YOU select during registration. The topics with the most votes will be the focus of the workshop.

Potential workshop topics include:

- Review of documentation project management basics
- Advanced project planning and scheduling concepts - including best, worst, and likely case scenarios, critical paths, and infinitely divisible tasks
- Assessing and managing project risk
- Reviewing and revising estimates at various points during the project
- Developing and managing document strategy and changing scope
- Planning and managing documentation in an agile or iterative development environment
- Effectively escalating and resolving project issues
- Developing a business case for justifying new documentation tools

Although some topics are focused on the technology industry, most of the project management topics cover business problems that cut across industries and would be appropriate for people working in other industries.

Saturday, November 10, 2007

10:00 AM - 11:00 AM	Sign-in, Networking, and a Light Breakfast
11:00 AM - 1:00 PM	First Half of Workshop
1:00 PM - 2:00 PM	Lunch
2:00 PM - 4:00 PM	Second Half of Workshop

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