



## **CERTIFICATE OF ATTENDANCE**

This certificate acknowledges that the attendee participated in the program described below.

**Attendee:** \_\_\_\_\_

**Program Number:** C048-111711

**Program Title:** Project Planning

**Speaker:** Laura Miller, PMP – Project Manager for Hewlett-Packard Enterprise Services

**Speaker Bio:** Laura Miller is a Project Management Professional and Lean Six Sigma Black Belt with HP Enterprise Services. She joined PMI in 1988. Laura has been an active member of the NEO chapter since February 1993, acquiring her PMP December 1993.

### **The Presentation Summary:**

This is the third and final phase in a series of training in which the entire project life cycle has been covered. “Project Initiation” was addressed in early spring and “Project Execution and Close-down” was presented this summer.

This presentation covers the critical phase of Project Planning - - where a project objective is deconstructed into the work breakdown structure (WBS) from which a Resource Plan and Budget can be created. The presentation will also briefly outline the other planning documents that you should create in your Project Plan - - and that’s NOT just the schedule. A simple Excel tool will be shared as a mechanism to help complete project planning and start the project workbook. The evening will end with an opportunity to apply what was presented.

**PMBOK Knowledge Areas:** Scope Management, Time Management, Cost Management

**Program Date:** Thursday, November 17, 2011

**PDU's Earned:** 1.5

*Karen Opalka, PMP*  
VP of Member Services

This certificate should be retained by the PMP to substantiate their PDU claim.