

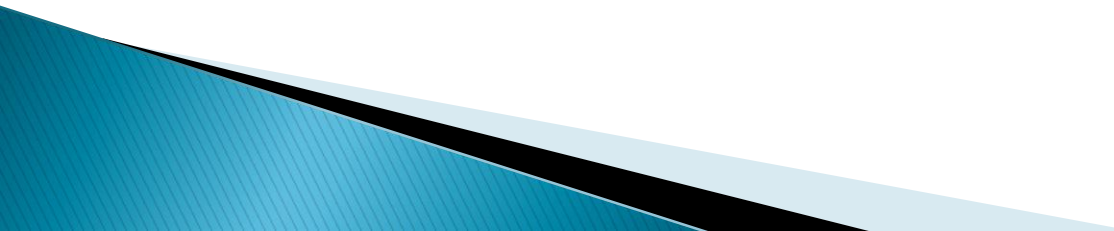
CAREER TRANSITIONS STRATEGIES ©

PMI-NAC

4/17/2012

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Agenda

- ▶ Introduction
 - ▶ Project Management Model
 - ▶ Preparation
 - ▶ Planning
 - ▶ Networking
 - ▶ Resumes
 - ▶ Interviews
 - ▶ Consulting
- 

Ken Grant, PMP



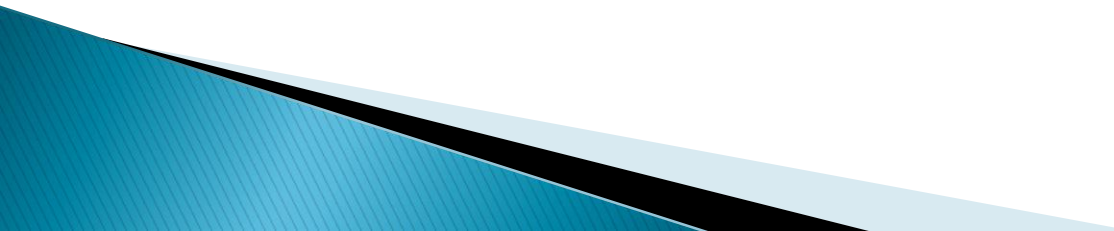
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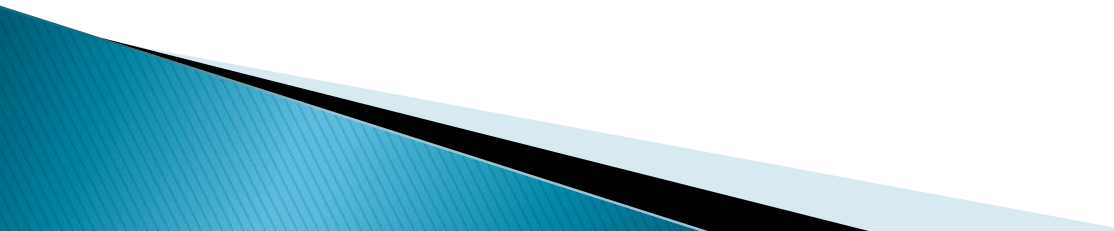
Ken has over 42 years experience in Department of Defense and private sector project management, operations, planning, and program support. Experience includes air and missile defense operations, planning, and threat assessment; and program schedule, cost, and performance support. Over 20 years of that experience was with the US Army including assignments to the Army Staff and to the Office of the Secretary of the Army, retiring as a Lieutenant Colonel. For the past 21 years he has held increasingly responsible program/project management positions supporting the Department of Defense. Additionally, Ken led the COLSA Engineering Process Group in updating standard processes to be CMMI Level 3 compliant. He earned his PMP in 2005, is a member of PMI-NAC, and chair for the chapter's Speakers' Bureau. Ken serves on the PMP Exam Prep instructor team.

Ask Yourself

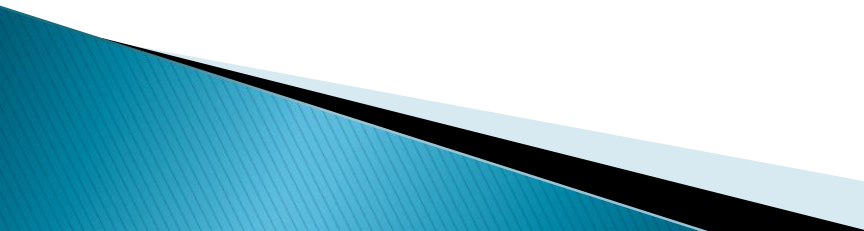
- ▶ How many of you are in the same job today that you were in 5 years ago?
 - ▶ How many of you are in the same job today that you were in 1 year ago?
 - ▶ How many of you think you will be in the job you are in now in 5 more years?
 - ▶ Why?
- 

Project Management Model

Five Process Groups

- ▶ Initiating – Preparation
 - ▶ Planning – Planning
 - ▶ Executing – Networking, Resumes, Interviewing
 - ▶ Monitoring and Controlling – Journaling, Accounting
 - ▶ Closing
- 

Preparation

- ▶ Stakeholders – Include family
 - ▶ Available Resources – Budget, Time
 - ▶ Requirements – Professional and Personal
 - ▶ Commitment/Perseverance
 - ▶ Research
 - Internet
 - Books (See Recommended Reading List)
 - Newspaper
- 

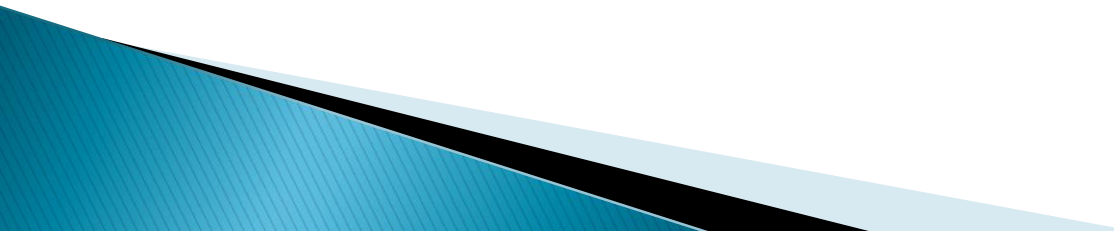
Planning

- ▶ Vision and Mission
- ▶ Goals and Objectives
- ▶ Required Actions
- ▶ Schedule
- ▶ Budget
- ▶ Risk Management

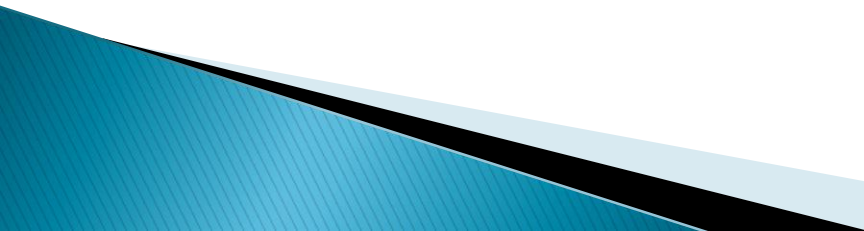
In Writing



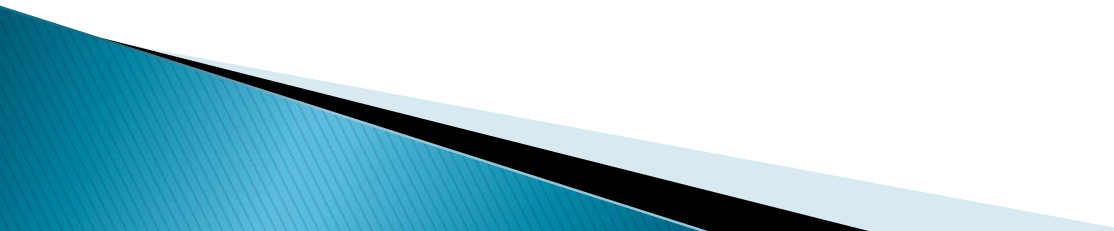
Networking

- ▶ Start close (Sphere of influence)
 - ▶ Broaden (Get involved)
 - ▶ Internet Tools (LinkedIn, FaceBook)
 - ▶ Volunteer
 - ▶ Help each other
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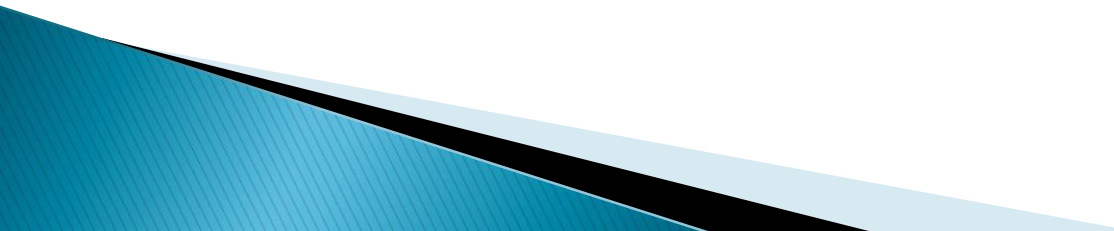
Resumes

- ▶ Transportable skills
 - ▶ Focus on achievements/accomplishments
 - ▶ Grab the reader in upper half of the first page
 - ▶ Tailor for each position
 - Research the job
 - Research the company
 - Use appropriate key words
 - ▶ Keep font readable
 - ▶ Limit pages
 - ▶ Name and phone number on each page
- 

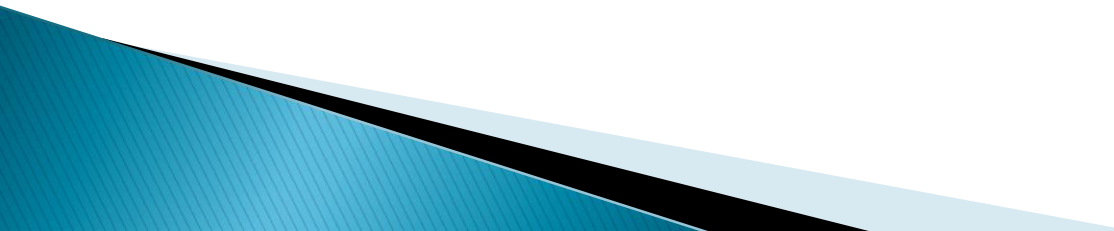
Interviews

- ▶ Dress for the part
 - ▶ Learn about the company, what it does, and what the job contributes
 - ▶ Learn about the interviewer
 - ▶ Have a 2 minute pitch
 - ▶ Eye contact
 - ▶ Have prepared questions
- 

Monitoring and Controlling

- ▶ Journaling
 - ▶ Accounting (expenses and income)
 - ▶ Review the Plan
 - ▶ Update goals and objectives and activities
- 

Should You Try Consulting

- ▶ Are you technically competent?
 - Reputation
 - Credentials
 - References
 - ▶ It's a business!
 - Marketing
 - Pricing (Overhead)
 - Taxes
 - Licenses
- 

Recommended Reading List

- ▶ *Seven Habits of Highly Effective People* – by Steven Covey
- ▶ *First things First* – by Steven Covey
- ▶ *48 Days to the Work You Love* – by Dan Miller
- ▶ *No More Mondays* – by Dan Miller
- ▶ *Who Moved My Cheese* – by Spencer Johnson
- ▶ *Total Money Makeover* – by Dave Ramsey
- ▶ *QBQ the question behind the question* – by John Miller
- ▶ *First Hand Lessons, Second Hand Dogs* – by Scott Carbonara