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Project Manager | Best Practice "Day in the Life" Your Guides: Mike Pokorny and Robby Elliott

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards



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Agenda

- Typical PM Activities
- Use Clarity: Get Off of Excel
- Make Information Easier to Access
- Make Flags Easy to Identify
- Simplify & Automate Reporting
- Open Discussion #3
- Work with a Regular Cadence
- Sample Schedule



- How many of you are PMs or are a part of the PMO?
- How many projects do you (or your PMs) typically manage at one time?
- What are the most common Methodologies?
 - Waterfall
 - Agile
 - Iterative



• What are your greatest challenges to successful delivery and collaboration?

Typical PM Activities

Category	Initial Set-Up	Ongoing Monitor & Control	Project Closure
General Project Management	 Create project & populate necessary data. 	 Add/monitor/update risks, issues, and change requests Create status reports (weekly/monthly) 	 Set "Open for Time Entry" to no on project Ensure all risks, issues, and changes are closed or resolved. Complete final status report
Team Management	 Determine project work needed, estimate staffing needs and request roles or resources. 	 Confirm roles filled with named resources. View variances between planned allocation, ETCs and actual hours. Modify resource allocations as needed. 	 Set resource allocations to reflect project close date. Set "Open for Time Entry" to no for all resources.
Task Management	 Build project schedule/WBS. Sequence task/milestones, add dependencies, and link tasks. Assign resources to tasks and add ETCs. Run Auto-Schedule to identify critical path. Set Baseline 	 Update project schedule with task status (started/complete) Monitor for proposed ETCs. Adjust ETCs as needed. Run Auto-Schedule 	 Set task/milestone status to complete. Zero out ETCs Close tasks for time entry Ensure all future dates on tasks/milestones are set no later than project close date
Financial Management	Create Cost/Budget/Benefit plans	 View project variance between budget and actuals. Introduce change requests as needed. 	



- How much time do you spend managing the data in Clarity?
- What functions seem to be cumbersome?
- Which parts of the tool make things easier?
- How do we make the cumbersome items easier?
- Suggested features to be added/removed?



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Use Clarity: Transition Away from Supplemental Tools

- Use Clarity to manage all aspects of your Investments, wherever possible:
 - Issues / Risks / Change Requests
 - Use Action Items
 - Use Milestones / Tasks
 - Use Baselines
 - Use Financial Plans
 - Monitor Team Allocations/Availability

*Excel is offline, often unshared, not real-time and most critically, not centralized. Centralizing any and all of the modules above will reduce complexity and increase accuracy and ease in reporting information to all project stakeholders.

- * Eliminate multiple data entry points, improve data integrity
- * Sharepoint is often "one more place" to go to review project data.

*If your stakeholder has more than one PM or set of projects, they're going to enjoy not getting emails with spreadsheets.





Project Management in the New UX

Highlights of the New UX improvements



Let Rego be your guide.

Staffing Improvements

- As you can in Classic, you can now allocate multiple instances of the same role to a project, and rename the role if necessary to differentiate among the two (e.g., Developer – Junior, Developer – Senior).
- The two roles can now be assigned and replaced independently of each other.
- In 15.7, roles and resources can be replaced on the Staff tab.

CA PPM				Build	the lab			
🗄 DETAILS 🏼 🎎	STAFF 💿 DA	SHBOARD 🗹	TASKS 🗟	TEST SUB OBJ	ect 🖉 line	ks 🖻 docu	MENTS 🛛 🖾 S	Tatus 🗟 St.
Staff 个	Project Role	Default Allo	Start	Finish	Booking Sta	Open For Ti	Allocation	Actuals
Architect - Junior	Architect	100.00%	Sep 18 2018	May 31 2019	Soft		1,456.00	0.00
Architect - Senior	Architect	100.00%	Sep 18 2018	May 31 2019	Soft		1,456.00	0.00
Ken Armstrong		50.00%	Sep 18 2018	May 31 2019	Soft		728.00	0.00
Business Analyst	Business Ana	100.00%	Sep 18 2018	May 31 2019	Soft		1,456.00	0.00
Developer	Developer	100.00%	Sep 18 2018	May 31 2019	Soft		1,456.00	0.00
Com Commu		100.0000	C + = 40, 2040	Nov 24 2040	0-0	Γ/	4.150.00	0.00

Common Grid Layout for Tasks

- The Common Grid layout has been applied to tasks.
- Custom task fields can be added to the view, and can be edited here. This is the first time you've been able to edit custom task attributes in the New UX.

CA PPM		В	uild the lab		AT RI	Д Х	SG Hi, Sara∨
E DETAILS		DASHBOAR		s 🗟 test su	Construction of the second		
*Name	*Start	*Finish 🛧	Status	Task Owner	Ross Test		
Initiating Pro	Sep 18 2018	Sep 18 2018	Not Started				Critical
Define Scope	Sep 18 2018	Sep 24 2018	Started	Bolin, Rod			Duration
Define Resou	Sep 25 2018	Oct 08 2018	Not Started				Estimated Story Po Estimated User Sto
Risk Respons	Sep 25 2018	Oct 08 2018	Not Started	Bolin, Rod		Ō	ETC
Identify Infra	Oct 09 2018	Oct 15 2018	Not Started	Greca, Rob			Fixed Duration
Complete Pro	Oct 09 2018	Oct 15 2018	Not Started				ID Investment ID
Planning Pha	Oct 15 2018	Oct 15 2018	Not Started	D'souza, Leo			Investment Manager
Requirement	Oct 16 2018	Oct 19 2018	Not Started				Investment Name
Functional an	Oct 22 2018	Nov 02 2018	Not Started	Bonham, Jess			Is Task
Design Phase	Nov 02 2018	Nov 02 2018	Not Started	Greca, Rob			Key Task Last Agile Sync Date
Database Dev	Nov 05 2018	Nov 09 2018	Not Started	Kunkulol, Atul			Last Updated By
User Interfac	Nov 12 2018	Nov 14 2018	Not Started				Last Updated Date
Unit and Perf	Nov 15 2018	Dec 04 2018	Not Started				Locked Microsoft Project T

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Details Panel for End User Configuration

• PMs can use the Details flyout to update Project data on the fly.

Clarity PPM	Projects	i	¢	SG Hi, Sara∨
		\mathbb{Y}^{1}	VIEW UNSAVED	\sim
🖼 Group By				×
*Name ↑				
A Project	Q Search			EXIT
A Test Idea for Conversion Project	% COMPLETE	NAME *	ID *	
A Test Project				
A Test Project for Conversion - 090215	% COMPLETE CALCULATIO *	MANAGER	START *	
A Test Project for Conversion - 10/23/2017	% DONE BY AGILE PLAN ESTI	WANAGER	START	
A Test Project MONTE				
AA - July Training	% DONE BY STORY COUNT	FINISH *	BLUEPRINT	
AA - Training 2	ACCEPTED STORY POINTS			
AAA State of Vermont				
Abbvie Idea Test	ACCEPTED USER STORIES			
Abbvie Template				
ABC123 COTS APP	ACTIVE			
AC Marriot 151 E Broadway	# ACTUALS			
ACME Project - Test (RB)				
ADVS Cemetery Memorial Site - 15950 N Luckett R	ACTUALS SUM FOR LABOR R			



Tasks Tab – Timeline (Gantt) View – BETA in 16.7

- A BETA Gantt/Timeline view is available in 15.7 for Project Tasks.
- Can still launch Classic Gantt and MSP/OWB using the 3 dot menu in upper left.
- No inline editing of tasks, but can edit in Details flyout view.
- Supports multiple levels of indent.
- Drag and drop to create dependencies in timeline portion.

Clarity PPM	A	CME Project - PR0005			ON TRACK
CONVERSATIONS A TASKS C LINKS	STATUS	FINANC	cials 🏳 R	ISKS	
•			[7	Image: Second s
Tasks	Start	Finish	Status	ETC	Jul 1, 2019-Jul 31, Aug 1, 2019-Aug Sep 1, 2019-Sep 3Oct 1, 2019
Initiation Phase	Jul 12 2019	Jul 12 2019	Not Started	0.00	
Initiating Process Complete	Jul 12 2019	Jul 12 2019	Not Started	0.00	
 Planning Phase 	Jul 12 2019	Sep 21 2019	Not Started	1.37	
Define Scope Change and Control Process	Jul 12 2019	Jul 18 2019	Not Started	1.00	
Define Resource Plan	Jul 19 2019	Jul 26 2019	Not Started	3.33	
Risk Response and Mitigation Plan	Jul 19 2019	Aug 01 2019	Not Started	2.00	
✓ New Task	Sep 10 2019	Sep 21 2019	Not Started	0.00	
New Task	Sep 10 2019	Sep 21 2019	Not Started	0.00	
Identify Infrastructure Requirements	Aug 02 2019	Aug 08 2019	Not Started	2.00	
Complete Project Plan	Aug 02 2019	Aug 08 2019	Not Started	3.00	
Planning Phase Gate Complete	Aug 08 2019	Aug 08 2019	Not Started	0.00	
 Design Phase Descuirements Definition 	Aug 16 2019	Aug 30 2019	Not Started	4.09	



To Do

- PMs and Task Owners can capture To Do items on Projects
- To Do items may be assigned to one resource, or to one Team
- Date must fall within the Project dates.





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To Do – Scoreboard

- To Do Scoreboard is available on the *Tasks* page that summarizes the pace and completion of To Do items.
- Adjust the Dates and filters to analyze completion data.

CA PPM		To Do Scorel	board		Ĺ	С SG Hi, Sara
TASKS TO	DOS DUE DATES	🗎 Feb 11 🍸	Filter			
				т	ARGET PACE	PACE SO FAR
4 Completed	40%	6 To Go	32 Days Remaining		0.19 Complete per day	0.07 Completed per day
BREAKDOWN To Do Owner	~					
	TO DO		COMPLETED TARGET	PACE	PACE SO FAR	
			COMPLETED TARGET 4/10 40% 0.19		PACE SO FAR	
	TO DO OWNER					
	TO DO OWNER TOTAL		4/10 40% 0.19	5	0.07	
	TO DO OWNER TOTAL Sara Garv		4/10 40% 0.19 2/4 50% 0.00	5 5 8	0.07 0.03	



Optimize Clarity

Improve Visualization, Productivity and Classic user experience



Let Rego be your guide.

Make Information Easier To Access

*Having your data organized, structured and current will allow for better communications and decisions.

- Save filters and configure list views specific to you & your projects
 - Targeted information they emphasize areas you need to manage
- Keep data current by using email reminders (e.g., regoXchange "stalkers")

Clarit	y - Projec	t Compliance 📃	Inbox x			ē	2
	clarity@ca . to chris ⊸	.com <clarity@ca.com></clarity@ca.com>			1:53 PM (1 minute ago)	* *	•
	Project Ma	nager: Wuenstel, Chris					
	below and a	eiving this email because at le ddress all compliance issues cts have data compliance issu Proiect Name	ASAP.	rently assigned to y	 	review the list	1
		Deploy Windows 7	<u>18</u>	Late issue count	No Status Reports created	19	
		Create Webcam Conference	3	1	No Status Reports created		
	This is an a	utomated message. Please do	o not reply.				



Make Flags Easy To Identify

- Use indicators to identify what needs attention - red highlights issues.
- Allows you to focus on the items putting the team, department, or company at risk.

٥											
	Project	Milestone	Finish▲	Schedule %	Days Late						
C	KI Training Project 1	Technical design complete	2/16/16		3						
Ċ	KI Training Project 2	Technical design complete	2/16/16		3						
Ċ	ERP Integration	Deployment Phase Gate Complete	2/17/16	-	2						
Ċ	Radiology QPI Study	Initiation complete	2/17/16		1						
Ċ	Revised Technologies Financial System Integration	Deployment Phase Gate Complete	2/17/16	-	2						
Ċ	mcm Major Project Onsite Training for Avis	Design Phase Gate Complete	2/18/16	•	1						
Ċ	Retina Scan - Project	Post Launch Review	2/22/16	•	0						
Ċ	ERP Integration	Closing Phase Gate Complete	2/23/16	•	0						
Ċ	Revised Technologies Financial System Integration	Closing Phase Gate Complete	2/23/16	•	0						
Ċ	Radiology QPI Study	Design Complete	3/2/16	•	1						
4	Page 4 of 6 🕨 🕪			Displaying 31	- 40 of 57						

	Power Filter	[Build Po	wer Filter]												
Filter	Show All	Sav	e Filter	Clea	r										
ID	Name▲	Overall Status	Schedule Status	Scope Status	Cost/EFT Status	Resource Status	Late Action Items	Late Issues	Late Risks	Late Milestones	Late Tasks	Schedule Var %	Days Over Base	Effort Var %	Hrs Pas Base
PRUS100035	Colleague Conversion Phase II	•	•	\$	•	•	0	• 0	• 0	0	\$ 2	🔷 (35)	\$ 82	(3,297)	(363,393
PRUS100053	Compensation - Salary & Bonus Administration	•	\$	\$	\$	<i>\</i>	• 0	• 0	• 0	0	0	•	• 0	•	(54,969
PRUS100047	ESS and MSS (Employee Self Service) & CM	•	•	٠	•		0	0	0	0	\$ 1	🔷 (20)	\$ 38	(20,537)	(588,504
PRUS100228	PeopleNet Implementation - Phase I	٠	•	٠	•	•	• 0	• 0	•0	\$ 5	😵 14	🔇 (165)	& 301	🔇 (60)	(3,415
PRUS100513	PeopleNet Implementation Phase II	\$					• 0	\$ 2	\$ 3	26	\$ 62	🔇 (127)	\$ 302	🔇 (22)	🔷 (776
©	Specialty PeopleSoft rollout - High Level Planning	•		•	•	•	• 0	• 0	• 0	• 0	0	(45)	8 24	4 3	•
ays Late 3	2011 NA PSFT Modernization	٠	\diamond		\diamond	•	\$ 2	•0	0	0	•0	🔇 (3)	♦ 12	(132)	(68,846

Simplify & Automate Reporting

- Status Reports should be automated based on Clarity information you already update no time to build a separate PowerPoint.
- Stakeholder information should be just the most important things:
 - More icons, less text.
 - Focus on key milestones, not tasks.
 - Highlight changes from last time, not everything.

*Scheduled reports or a formatted/filtered portlet will reduce the time and complexity required to compile stakeholder reports!

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Report Examples

Project Manager Project Type Stage	Martin, Paul Major Project Building	Status Report Status Progress	A	3/2012 pproved arted		Baseline Actuals Estimate To Co	Labor Hours	3,992.00 664.00 3,448.00	Planned B Planned C Actual Co	Cost	erformai	750,0 646,0	000.00
Plan Baseline Days Late	Project Dates Start 10/4/2011 10/4/2011 0	Finish 10/8/2012 10/6/2012 2	Ove Sch Sco	edule	ndicators ightarrow igh	Estimate to Co Estimate At Co EAC to Baseline Remaining Allo Allocation to ET	mpletion Variance cation C Variance	4,112.00 120.00 3,612.00 164.00	Estimate /	At Complet anned Varia IOI		664,1 18,1	100.00 100.00 14.82 1/2012
Project Objective Development of a n	ew portal for all Online Clier	nt Services				Key Accomplish - Resource issue - User acceptance	nents for this w s resolved						
recommendations a reviewing. If we de	date tope and schedule concerns at the 11th hour. Some of the ecide to implement some of juire additional funding and	ese recommendat these additional s	ions are exc uggestions, t	ellent suggestio	ins and worth scope of this	Upcoming Activ The following rev - User acceptand - Change Reques - Monthly Project	riews are sche ce test results its	duled for next w	eek:				
Issues by Pric	ority Risks by Prior	ity	Cur	rent Issues			11				Мо	re Issu	es
		Low	Sys		Issue inclear e is non-complia popular pay me	nt		Work	Status Open in Progress Open	Target 2/23/2012 1/21/2012 2/15/2012	Morris, T Morris, T	Tom	
	1	Medium											
2		High	0.0000	rent Risks I ource Availabili	Risk ty	Probabilit	y Impact		Status Open	Target 2/29/2012		lore Ris Owner ion, Pete	
2		_	Res	1		Probabilit	y Impact					Owner ion, Pete	
2 Earned Value Ana	lysis by Phase	_	Res	l ource Availabili		Probabilit	y Impact		Open	2/29/2012	(Thomps Granger	Owner ion, Pete	r
Phase	Ilysis by Phase	High Start	Res Spo Finish	iource Availabili insorship Risk Status	ty % Complete	Planned Value	Earned Value	Actual Cost	Open Open CV	2/29/2012 2/3/2012 \$\	Thomps Granger Full Pro	Owner ion, Pete r, Paula oject Pl CPl	r an SPI
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O P	roject Schedule								÷	
							Schedule			
	Project	Project Type	Risk	Planned Cost	Feb 16	Mar 16	Apr 16	May 16	Jun 16	
Ċ	A Fantastic Project		•	700,000 USD						
Ċ	Anesthesia Delivery			2,629,620 USD						
Ċ	Atropia Retina Scan - Project		•	682,080 USD						
Č	Aurascope XA - Project		•	1,102,080 USD						
Ċ	Avis - Project for Cost Plan Conversions			113,000 USD						
Ċ	Brightlight 3000 - Project			829,520 USD						
Ċ	BYOD Management		٠	343,020 USD						
Ċ	Centricity		•	2,357,460 USD						
Ċ	Change Mgt for Internal Portal		•	264,400 USD						
Ċ	Change Mgt for Online Order Entry		•	61,560 USD						
otal				215,411,858 USD						
41	Page 1 of 15						Display	ing 1 - 10	of 142	

0	0.00	0.00	0.00		0.00								
KPIs by F	Project	Туре	0.00	0.00	0.00								
Application Cha	nge												
Pro	oject Name		Projec	t Manager	Sta	rt Date	Finish Date	Status	Schedule	Alignment	Risk	Resource Allocations	Resource Actual
CRM Enhancemer	nts		Reed, Hen	у	11.	/3/2011	3/5/2012	•	•	•	•	2,280.00	1,496.0
Global Expense A	pplication		McCarthy,	John	1/	2/2012	2/2/2012	٨	٠	•		90.00	35.0
Global Order Proc	essing		Granger, P	aula	5/	8/2012	8/17/2012	•	٠	•	•	3,064.00	0.0
HR Claims Enhand	cement		Sutherland	Joy	2/	1/2012	5/22/2012	-	٠	-	•	1,600.00	0.0
Total												7,034.00	1,531.0

- How many of you have more work than hours in the day?
- What helps you make sure you get everything done?



Work With A Regular Cadence

- A predictable cadence allows the project manager to make sure they are continually focused on the right tasks at the right time.
 - Reports and portlets in Clarity are only as good as their data. It is critical that your data is always up to date. If you don't have a regular schedule for updating your projects, you risk reporting (and managing your project) on stale or inaccurate data.
- The real power of cadence is in the habits it forms.
 - Cadence encourages discipline & discipline results in predictability. A predictable cadence helps to set expectations and provides a less stressful environment.
- Set up a consistent work schedule, one that makes sense for your team.
 - Schedules are critical, without them we have a harder time committing to a task. Like exercise, managing a project takes commitment and discipline. Making a weekly chart of tasks helps encourage this discipline.

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Sample Schedule

- The following is an example of a Project Manager's weekly schedule.
 - Based on a Friday status/project team meeting.
 - Can be adjusted based on the Clarity features used.

Process	Time per Project	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Team members submit their time sheet	5 min							х
Project Managers Review Pending Actuals (morning)	10 min			х				
Resource Managers Approve Timesheets (afternoon)	30 min			х				
Posted hours show up on project. PM reviews hours.	10 min				х			
Project Manager compares the planned vs actual cost to budget	30 min				х			
Project Manager updates the WBS	20 min					х		
Project Manager updates allocation for resources	10 min					х		
Project Manager reviews/updates risks, issues, changes (as needed)	30 min						x	
Project Managers Publish Status Report	20 min						Х	
Weekly Team Meeting	30-60 min							Х

Questions?



Let Rego be your guide.

Thank You For Attending regoUniversity

Instructions for PMI credits

- Access your account at pmi.org
- Click on **Certifications** ٠
- Click on Maintain My Certification
- Click on Visit CCR's button under the Report PDU's ٠
- Click on **Report PDU's** ٠
- Click on Course or Training ٠
- Class Name = regoUniversity
- Course Number = Session Number
- Date Started = **Today's Date** ٠
- Date Completed = **Today's Date** ٠
- Hours Completed = 1 PDU per hour of class time ٠
- Training classes = **Technical**
- Click on I agree and Submit





888.813.0444



Email info@regouniversity.com



Website www.regouniversity.com



24