

Project and Change Management Essentials

September 11, 2019
10:00 – 11:30 MDT

See GFOA Alberta Website for Details
<https://www.gfoa.ab.ca/events.php>



Learn basic foundational project and change management skills to power your career in the complex and ever-changing municipal environment!

- ✓ **GFOA Alberta and Bloom CME are proud to introduce Jessica Szewczuk**, Senior Manager of Metrix Group, as a collaborator with Tim Duhamel in the development and presentation of this project/change management webinar!
- ✓ **New in your career, supervisor, manager or executive?** In municipal government you are faced with complex challenges every day. Your **ability to manage change and projects has a direct impact on both your career and municipality's success.**

Best practices and key components of a quality project plan illuminated

- ✓ This webinar will provide the **basic knowledge of project and change management**, improving your skill set and abilities!
- ✓ Review of project and change **challenges specific to municipal government**. (politics, limited budgets, organizational silos. Etc.).



Learn the "one pager" technique for project planning

- ✓ **Project Planning Basics.** Scope of a project plan. Timelines, milestones, team members, defining roles and

responsibilities, stakeholders, defining/overcoming challenges.

- ✓ **Project Lifecycle.** Beginning to end stages of a project.



- ✓ **Change Management Basics.** Identify change, challenges, action plans, overcoming nay-sayers, communication plans.
- ✓ **Why Do Projects Succeed and Fail?** Steps for success. Tips and techniques to ensure projects are "on time, on budget".

Included - basic project plan template and examples

- ✓ **Understanding and Aligning Priorities** within projects.
- ✓ **Resistance to Change.** Individual and organizational resistance to change. Why resistance happens and strategies to overcome resistance.
- ✓ **Qualities of a Strong Sponsor.** Identify your project champions and key stakeholders. The importance of leadership in project/change management.



Course Co-Creator/Instructor Jessica Szewczuk

- ✓ Jessica is a **Senior Manager at Metrix Group** and a collaborator with Bloom.
- ✓ She has **over 11 years of public accounting and advisory experience** with a specialized focus on **people, process and project leadership surrounding strategy and operational planning, facilitation and change management.**
- ✓ Her foundation as a **Chartered Professional Accountant** along with her **Certified Change Management Practitioner™** designation and breadth of **experience leading complex strategic, operational and finance initiatives across a variety of industries** all contribute to the value she provides her clients and colleagues.
- ✓ Her unique perspective as an “accidental” change leader that first learned change management techniques through practical experience results in a **relatable, easy to understand approach.**
- ✓ She demystifies project and change management in order to help leaders **connect the dots between project goals, activities and stakeholder engagement which improves project outcomes and success** (in terms of budget, ultimate utilization and achieving expected results).
- ✓ Her well-rounded experience includes serving a variety of industries including **municipalities**, not-for-profits, co-operatives and private companies.



Contact Info

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Course Co-Creator/Instructor Tim Duhamel

- ✓ Tim Duhamel is the **founder and President of Bloom Centre of Municipal Education.**
- ✓ He is a municipal veteran whose **career has spanned over 21 years.** He has been a proud member of GFOA Alberta since 1998.
- ✓ His **passion is creating educational material and conducting lectures for municipal professionals.** He has lectured as far away as Kiev, Ukraine for the Federation of Canadian Municipalities. Tim is the lead creator of education material and course delivery for Alberta GFOA.



- ✓ His **municipal consulting practice** has numerous repeat clients in Alberta with ongoing projects ranging from:

- **General mentorship and in-house training**
- **Strategic planning (Council, Executive Team and department workshop facilitations)**
- **Leadership training, team building, Council/Admin relationship**
- **Process improvement reviews, change management, municipal scans, service reviews**
- **Financial plans, feasibility studies, priority reviews, long term operating and capital plans, priority-based budgeting, forecasting.**

- ✓ Tim is the former:
 - **Manager** of Financial Planning for Strathcona County
 - **Chief Administrative Officer** for the Town of Bruderheim
 - **General Manager** of Community and Protective Services for the City of Spruce Grove

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