



PMI® SeminarsWorld 2018

Call for Proposals Worksheet

Deadline for online submissions: Friday, 21 July 2017 5:00pm ET*

Submitters are encouraged to use this worksheet to prepare their proposal prior to submitting to the Call for Proposals platform.*

**NOTE: all submissions must be submitted to the [Call for Proposals Website](#)*

Questions regarding the process can be directed to PMI SeminarsWorld at professional.development@pmi.org

CALL FOR PROPOSALS PLATFORM | CREATE A PROFILE

Please create an eTouches login. This profile will be used across all PMI Call for Proposals Platforms. Should the proposal be selected, this information will be used in event promotional materials, such as the website, exactly as it is provided with the submission. Instructions for new users are provided on the [homepage](#). Navigate to the “Login” tab and “create new user”. The information provided will be available for edit following the initial submission stage.

Before content submission, submitters will be asked to provide:

- First and Last Name
- Contact information (Phone, Email, etc.)
- Job Title
- Company Name
- PMI Credential(s)
- Biography
- High-Resolution Photo or Headshot

After the submitter profile is complete, navigate to the “Submissions” tab. Select “add new” and follow the instructions.

CALL FOR PROPOSALS PLATFORM | INITIAL SUBMISSION

If you need to return to complete your submission, you may choose to “Save and continue later”.

NEW OR CURRENT SEMINARSWORLD COURSE?

Is this a proposal for a brand new SeminarsWorld course for 2018? If so, please continue to the next section.

Is this an existing SeminarsWorld course from 2017 that requires changes to various aspects of the course information?

If so, follow the directions below to submit a request for changes.

CURRENT SEMINARSWORLD COURSE W/ CHANGES

AREAS TO CHANGE FOR 2018 | What areas of your Current SeminarsWorld 2017 course would you like to change for 2018?

Course Title

PMI Talent Triangle and/or PDUs

Course Summary

Experience Level

Learning Objectives

Co-Instructors

Course Length

After the areas that require changes have been selected, provide the “Title” of the course in question for reference.

“Save and submit” the submission. PMI will request the exact details of the requested changes at a later date.

INSTRUCTOR ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

All submitters and alternate/co-instructors are required to agree to the PMI® SeminarsWorld Instructor Acknowledgement and Acceptance of Standard Conditions Agreement. Submitters will need to provide their signature and act on the behalf of their alternate/co-instructors(s) in agreeing to the contract when submitting to the Call for Proposals platform. [Download Agreement](#)

SEMINAR TITLE (maximum 12 words) | A good title is important and the first opportunity to attract attendees to join your seminar.

TOPIC | Select one topic that best fits your proposal.

Communication and Teamwork

Examples: communication channels, tools, techniques and methods, emotional intelligence, interpersonal skills, relationship management, team building techniques, virtual/remote team management, feedback techniques

Decision Making and Problem Solving

Examples: Problem solving tools and techniques, Conflict resolution, Decision making and delegation, change management planning

Influencing and Business Strategy

Examples: Contract management techniques, stakeholder management planning, human resource planning, benefits analysis techniques, benefits realization, organizational and operational awareness

Analyzing and Process Improvement

Examples: Continuous improvement processes, quality standard tools, vendor management techniques, process analysis techniques such as LEAN, Kanban, Six Sigma; project control limits, quality measurement, validation and verification tools and techniques, requirements gathering techniques, scope deconstruction tools and techniques (eg. WBS, scope backlog)

Enhancing PM Skills

Examples: customer satisfaction metrics, prioritization/time management, budgeting tools and techniques, project monitoring tools and techniques, contract closure requirements, transition planning techniques

ALTERNATE/CO-INSTRUCTOR(S) | Do you plan to have an alternate or co-instructor for this seminar? Indicate if so, and how many. Provide the requested information on the alternate/co-instructors' behalf. Should the proposal be selected, this information will be used in event promotional materials, such as the website, exactly as it is provided with the submission.

Please note: if the proposal is accepted, changing or adding additional instructors will not be approved. PMI may approve or deny alternate/co-instructors if the seminar is chosen to move forward in the process.

Submitter will be asked to provide the following information for any alternate/co-instructors:

- First and Last Name
- Contact information (Phone, Email, etc.)
- PMI Credential(s)
- Biography
- High-Resolution Photo or Headshot

SEMINAR LENGTH | Please indicate how many days the seminar will require. If your proposal is selected, the confirmed length of time will be provided in your acceptance notification.

- 1 Day** – 7 hours
- 2 Days** – 14 hours
- 3 Days** – 21 hours
- 4 Days** – 28 hours

SEMINAR EXPERIENCE LEVEL | Please choose all that apply. What is the experience level of your seminar?

Novice – new to project management, incidental program manager

Intermediate – 2 to 7 years in project management

Advanced – 7+ years in project management

AUDIENCE LEVEL | Choose one that best fits the expectation of the audience applicable to your seminar.

- Core** – Focus on awareness and factual recall; appropriate for those interested in furthering development in core skills.
- Applied** - Focus on understanding existing knowledge; appropriate for those interested in using content in practical applications to master concepts.
- Progressive** - Focus on project implementation of highly technical or detailed deliverables to support organizational strategy.

PROFESSIONAL DEVELOPMENT UNIT (PDU) ALLOCATIONS: LEVERAGING THE PMI TALENT TRIANGLE | Which part of the [PMI Talent Triangle](#) is most relevant to your seminar? If your proposal is selected, this information is used to allocate professional development units (PDUs) for your seminar.

Leadership Skills

Knowledge, skills and behaviors specific to leadership. Skills that help an organization achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies).

Strategic Business Management Skills

Knowledge of and expertise in the industry/organization that enhances performance and better delivers business outcomes (ex. strategic alignment, innovation, finance, transformation, marketing, operational functions, etc.).

Technical Skills

Knowledge, skills and behaviors related to specific domains of project, program and portfolio management. The technical aspects of performing one's job/role (ex. project management, product knowledge, industry knowledge).

Please estimate approximately how many hours during your seminar will be spent on the following topics. Your selections should add up to the indicated seminar length (7, 14, 21, or 28 hours). This information will be used to allocate professional development units (PDUs) for PMI credentials for your seminar, if your proposal is selected.

How many hours during this seminar will focus on:

Leadership Skills: **hours**

TOTAL: **hours**

Strategic Business Management Skills: **hours**

Technical Skills: **hours**

If Technical Skills was selected, which of the following specialty knowledge areas does this presentation address?
Please select all that apply.

- General project management skills and best practices
- General program management skills and best practices
- General portfolio management skills and best practices
- Project Risk Management
- Project Scheduling and/or Resource Management
- Agile Tools and Techniques
- Business Analysis and/or Requirements Management

SEMINAR DESCRIPTION (maximum 250 words) | If selected, this description will be used in event marketing materials, such as the website and the on-site guide. Similar to the title, a good description is very important. Please be as precise as possible.

LEARNING OBJECTIVES (maximum 20 words) | Used in event marketing materials, such as the website and the on-site guide, a learning objective explains what the participants will learn after attending your seminar.

Please provide up to five (5) SMART learning objectives for your course. SMART = Specific, Measurable, Attainable, Relevant, and Timely. We recommend referencing Bloom's Taxonomy or a similar verb list when writing effective objectives.

See [Helpful Hints](#) for more information and suggested verbs.

At the conclusion of this seminar, attendees will be able to:

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Learning Objective 4:

Learning Objective 5:

SEMINAR INSTRUCTIONAL METHODS | Please choose all that apply. What instructional methods will be used in this seminar?

Case Studies

Individual Exercises

Group Exercises

Simulations

Role Playing

Other

OTHER | Describe your methods here if nothing from the above list applies.

ADDITIONAL INFORMATION | Is there anything you want PMI to know about your proposed seminar? The information here will provide Subject Matter Expert Reviewers an additional opportunity to learn about your proposal. Consider including details such as process improvements, designs/methods, results/outcomes, statistics, key findings, how the information will help the learner do their job better or any additional detail to support your proposal.

ADDITIONAL MATERIALS | Are there any additional materials (books, assessment tests, etc.) required for this seminar?

No, there are no additional materials required for this course.

Yes, there are additional materials required for this course and they are described below.

YES | Please list the materials below and describe how you envision this information being distributed to the attendee.

PRESENTATION HISTORY | Please list up to the last three times this seminar has been presented and indicate: audience demographic, number of attendees, organization presented to, duration and location.

COPYRIGHT | Who owns the copyright to the materials you are presenting? If it is not yourself, do you have written permission from a 3rd party to present it? Please upload documentation of your copyright or written permission.

I own the copyright.

A 3rd party owns the copyright, but I have written permission to present it.

A 3rd party owns the copyright, and I am working on getting their written permission to present it.

Please upload documentation of your copyright or written permission.

Once the required fields have been completed, “Save and submit” your submission.

If you need to return to complete your submission, you may choose to “Save and continue later”.

Additional information will be requested if the seminar proposal is selected for further consideration.

These details will include:

- Confirmation of continued interest in participating in SeminarsWorld 2018 as an instructor.
- Course Outline
- Course Slides
- Course Handouts
- Supporting materials
- Revised proposal details in response to Subject Matter Expert and PMI Development Team feedback.

Please be prepared to submit these materials if requested.

Contact Professional.Development@pmi.org with any questions.