



## Implementing Program Management: Templates and Forms Aligned with the Standard for Program Management, Third Edition (2013) and Other Best Practices (Best Practices and Advances in Program Management)

By Ginger Levin, Allen R. Green

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Success in program management requires discipline, complete plans, well-run meetings, accurate record keeping, and adherence to global best practices.

**Implementing Program Management: Templates and Forms Aligned with the Standard for Program Management, Third Edition (2013) and Other Best Practices** provides the templates and guidelines for the plans, forms, agendas, registers, and procedures you will need.

Ginger Levin and Allen Green wrote *Implementing Program Management Templates and Forms Aligned with the Standard for Program Management – Second Edition (2008)* in 2010. Since then it has become the go-to reference for program practitioners, colleges, universities, and those studying for the Program Management Professional (PgMP®) credential from the Project Management Institute (PMI®).

Based on PMI's *Standard for Program Management, Third Edition (2013)* and other best practices, the updated edition of this bestselling reference provides a program management methodology consisting of reports, forms, templates, and documents. It includes identifiable documents referenced in the latest *Standard for Program Management* as well as other helpful ones omitted from prior editions.

The book deals with the full program management life cycle?program definition, program benefits delivery, and program closure?to support the documentation requirements for your programs. The authors have updated the templates and forms in this book to complement what is included in the Third Edition and to include what they feel are best practices for managing programs.

All the templates included in the book can be accessed online and can be easily customized to meet the unique requirements of your organization.

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### Editorial Review

#### About the Author

**Dr. Ginger Levin** is a Senior Consultant and Educator in project management. Her specialty areas are portfolio management, program management, the Project Management Office, metrics, and maturity assessments. She is certified as a PMP, PgMP and as an *OPM3* Certified Professional. She was the second person in the world to receive the PgMP. As an *OPM3* Certified Professional, she has conducted over 25 maturity assessments using the *OPM3* Product Suite tool.

In addition, Dr. Levin is an Adjunct Professor for the University of Wisconsin-Platteville where she teaches in its M.S. in Project Management Program, for SKEMA (formerly Esc Lille) University, France, and RMIT in Melbourne, Australia in their doctoral programs in project management.

In consulting, she has served as Project Manager in numerous efforts for Fortune 500 and public sector clients, including Genentech, Cargill, Abbott Vascular, UPS, Citibank, the Food and Drug Administration, General Electric, SAP, EADS, John Deere, Schreiber Foods, TRW, New York City Transit Authority, the U.S. Joint Forces Command, and the U.S. Department of Agriculture. Prior to her work in consulting, she held positions of increasing responsibility with the U.S. Government, including the Federal Aviation Administration, Office of Personnel Management, and the General Accounting Office.

Dr. Levin is the editor of *Program Management: A Life Cycle Approach* (2012), author of *Interpersonal Skills for Portfolio, Program, and Project Managers*, published in 2010. She is the co-author of *Program Management Complexity: A Competency Model* (2011), *Implementing Program Management: Forms and Templates Aligned with the Standard for Program Management* Second Edition (2008), *Project Portfolio Management, Metrics for Project Management, Achieving Project Management Success with Virtual Teams, Advanced Project Management Office A Comprehensive Look at Function and Implementation, People Skills for Project Managers, Essential People Skills for Project Manager, The Business Development Capability Maturity Model*, and ESI's *PMP Challenge! PMP Study Guide*, and the *PgMP Study Guide*.

Dr. Levin received her doctorate in Information Systems Technology and Public Administration from The George Washington University, and received the *Outstanding Dissertation Award* for her research on large organizations.

**Allen Green**, of Science Applications International Corporation - Frederick, has broad and extensive leadership experience in the commercial, military, health care, National Aeronautics and Space Administration, civil service, civic, local government, and academic sectors. Throughout his career, he has specialized in initial build-out of the various functional areas of new programs.

He led software development projects at Capability Maturity Model Integrated (CMMI) levels II through V for twelve years, including the first delivered applications for the U.S. Army's Future Combat System. His additional training experience included tours as president and management development vice president of the Alabama Junior Chamber of Commerce, metropolitan vice president of the U.S. Junior Chamber of Commerce, and president of the Alabama Junior Chamber of Commerce Foundation, with responsibility for training of project planners. As vice chairman of the Madison County Emergency Communications (E-911)

Board, he chaired the effort to establish a unified state-of-the-art centralized call center in Madison County, Alabama, one of the nation's first such facilities. In the commercial sector, he managed the development program for the first shrink-wrapped electronic software distribution suite for industry standard microcomputers.

He is past president of Project Management Institute's North Alabama Chapter. As the chapter's professional development vice president he organized and participated in the training of hundreds of Project Management Professional (PMP) and Program Management Professional (PgMP) candidates. He has taught software engineering and program management under contract to several universities in the United States and the Middle East. He received PMI's PgMP credential in August 2008 and holds bachelor of electrical engineering and Master of Science in electrical engineering degrees from Auburn University.

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