

## **Project Management for Emergency Managers Online Workshop**

Prepared and delivered by Prof. Andrew Boyarsky, MSM, PMP, CBCP, cABCF  
President, Pinnacle Performance Management

***Walk in with your project ideas  
and walk out with a draft project plan and project planning skills***

**Title:** Project Management for Emergency Managers (Online Workshop)

**Location:** Online via Zoom

**CEUs:** 2 CEUs including time spent on asynchronous assignments (note- for membership association members you may submit the workshop curriculum outline for approval).

### **Summary**

Over the course of 6 weekend sessions (18 contact hrs.), this hands-on workshop explains and demonstrates how to apply project management in the context of emergency management. Emergency management has become increasingly more complex and interconnected, and agencies have been called on to address a wider variety of hazards, threats, and community vulnerabilities. Much of the work that falls into the scope of emergency managers, prevention, preparedness, mitigation is “blue sky planning” and can be contained and effectively managed within projects; they may be longer term plans and mitigation measures or short-term emergency responses to a disaster. This Workshop delivers a foundational project management methodology relevant to emergency management practice and provides hands on opportunities to apply this methodology.

### **Key Learning Objectives**

By the end of this Workshop participants will be able to:

- Explain the reason why project management (PM) methods are appropriate for emergency management (EM);
- Apply a framework for how PM applies to EM;
- Demonstrate the use of basic project management methods and tools: scope, schedule, budget; working with examples appropriate for the emergency management field;
- Describe the other elements of project planning: HR, quality, risk, procurement, stakeholder and communication management;
- Explain the process of monitoring and controlling projects;
- Identify next steps to implement and build on what you have learned.

### **Workshop Deliverables for Participants**

- Participant Guide with workshop slides, exercise examples and templates
- Slide presentation and workshop activities
- Access to video of recorded synchronous learning sessions
- Short coaching meetings between workshop sessions

## Target Audience

This Workshop is intended for emergency and public safety managers who are responsible for:

- Developing and maintaining emergency plans (including components of plans such as training Workshops, field operations guides, incorporating computer applications and new technology);
- Developing exercises (drills, table-top exercises, functional or full-scale exercises); and
- Implementing these plans and components within an organization and in response to an emergency event.

This audience includes senior managers in emergency response functions such as fire protection, law enforcement and public safety, emergency medical services, business continuity managers, crisis managers, and all managers in emergency support functions as described by FEMA. This would include those in the private sector who have responsibility for emergency management and public safety functions, even without the related title.

## Workshop Module Summaries

Module 1: Introduction and Opening Exercise

Module 2: Exercise Debrief, Overview of Project Management and its connection to Emergency Management

Module 3: Develop the Project Scope Statement (SOW)

Module 4: Develop and Manage a WBS

Module 5: Develop the Project Schedule

Module 6: Develop the Project Budget

Module 7: Developing the Other Project Plan Elements: HR, Quality, Risk, Procurement, Communications

Module 8: Demonstrate Monitoring and Controlling Projects

Module 9: Conclusion and Next Steps

## Dates/Times (see modules and topics below):

Session	Date/Time	Workshop Modules
Session 1	April 6 10AM-1PM ET	Mod. 1 Introduction and Opening Exercise Mod. 2 Exercise Debrief, Overview of Project Management and its connection to Emergency Management
Session 2	April 13 10AM-1PM ET	Mod. 3 Develop the Project Scope Statement Mod. 4, part 1 Develop and Manage a WBS
Session 3	April 20 10AM-1PM ET	Mod. 4, part 2 Develop and Manage a WBS
Session 4	April 27 10AM-1PM ET	Mod. 5 Develop the Project Schedule
Session 5	May 4 10AM-1PM ET	Mod. 6 Develop the Project Budget Mod. 7 Developing the Other Project Plan Elements: HR, Quality, Risk, Procurement, Communications
Session 6	May 11 10AM-1PM ET	Mod. 8 Demonstrate Monitoring and Controlling Projects Mod. 9 Conclusion and Next Steps

## About the Workshop Instructor

Andrew Boyarsky is President of Pinnacle Performance Management, a consulting company focused on emergency management and business continuity, and is an Associate Professor at NYU, John Jay College, and Yeshiva University. During his 30 years of experience in project and emergency management he has developed programs and training curricula for numerous clients, including FEMA, NYC Office of Emergency Management, and the LA Emergency Management Dept. He has developed and implemented large-scale medical and mass care response projects, notably in former Yugoslavia and the Caucasus, managed emergency sheltering during Hurricanes Irene and Sandy, and led planning efforts during the pandemic.

He is author of the book [\*Riding the Wave: Applying Project Management Science in the Field of Emergency Management\*](#) and hosts the podcast [\*Riding the Wave: Project Management for Emergency Managers\*](#). He holds a B.A. from Johns Hopkins, a MSM from the Hult International Business School; holds certifications as a PMP, CBCP, and cABCF. Prof. Boyarsky and volunteers with the Community Emergency Response Team in South Orange, NJ where he resides with his family. For more info: [www.pinnacleperformancemanagement.com](http://www.pinnacleperformancemanagement.com)



## What Participants are Saying About the Workshop

100% of workshop participants strongly agree or agree that the Workshop taught them basic project management methods and tools applicable to emergency management.

Here are just some participant testimonials:

*“The instructor engaged students through a combination of interactive lecture, group activities, and peer to peer learning; all of this was relevant to our actual emergency management work.”*

- participant from Cedars-Sinai Hospital, Crisis Mgt. Dept.

*“I liked the organization and presentation. The group projects building on each lesson helped to solidify the knowledge being shared.”*

- participant from Los Angeles Emergency Management Dept.

*“Thank you to Andrew (Boyarsky). These were useful training days spent in the workshop, with examples applicable to an emergency manager’s workplace.”*

- participant from The El Segundo Emergency Management Dept.