For K-12 IT Employees
TRANSFORM HOW YOU APPROACH YOUR PROJECTS IN 2024-25!

Participate in K-12 Project Management Conference: “Summer Camp” June 27 and 28 to get started with implementing project management in your IT department... even at a small scale!

This immersive, in-person event goes beyond typical training, focusing on practical application through activities, discussions, and strategic planning. For just $200, you will gain valuable insights into project categorization, portfolio management, and organizational maturity. The event includes interactive sessions, networking opportunities, and the development of actionable strategies to start implementing in 2024-25.

**DATE/TIME:**
- **Day 1:** June 27 8 a.m. - 4 p.m.
- **Day 2:** June 28 8 a.m. - 2 p.m.

**LOCATION:** San Diego (near Mission Bay), Marina Village Conference Center, 1936 Quivira Way, San Diego, CA 92109, free parking

**AUDIENCE:** K-12 IT managers, directors, and CTOs; K-12 IT staff who assist with strategic planning; K-12 IT staff who plan/lead projects

**FORMAT:** In person in San Diego. This is a no-tech event (no computers, no PowerPoints); this will be a highly interactive event that is designed for belonging

**COST:** $200 per person by check or credit card (pay accepted after July 1, if needed)

**What’s included:**
- Admission to the two-day event, filled with guided activities, discussions, strategic planning, and time for networking
- All Project Management Summer Camp materials
- Breakfast and lunch (Four meals total)
- NOTE: Your organization is responsible for any travel and lodging costs

**SPONSORS:** Thank you CITE and California County Superintendents Technology Services Committee for sponsoring this event.

**EVENT CONTACT:** San Diego County Office of Education Enterprise Project Management Office, EPMO@sdcoe.net
Is Project Management Summer Camp right for me?

Do you experience any of these challenges?

If you answer Yes to these, then this conference is right for you.

☐ Projects are hard to get off the ground
☐ Projects fizzle out or have delays
☐ Projects tend to have A LOT of scope creep
☐ Projects never seem to end
☐ Chaotic approach to project-based work
☐ Communication challenges around project tasks
☐ Team members not sure of their role on a project
☐ Difficult implementations / go lives
☐ People not adopting solutions you implement
☐ Unexpected outcomes
☐ Unclear if your project made a difference

Or... If you answer No or I'm not sure to any of these, then Project Management Summer Camp will be your jam.

1. Have you yet identified, documented, and communicated what exactly makes your projects Small, Medium, and Large (and also what specifically isn’t a project)?

2. Have you yet identified and communicated the “just right” amount of project management for your Small, Medium, and Large projects? (Not all projects require the same level of management.)

3. Do you know how to articulate how mature your team/department/division/organization is with project management, AND do you have an idea of how to “move up a level”?

4. Have you yet identified a way to get your arms around ALL your projects, including what’s current, what’s in the backlog, and how you will prioritize all the initiatives? (This is called your project portfolio.)

What will I get out of this conference?

- **PROJECT CategorIZATION** - Leave with your own definitions of what small, medium, and large projects are (and also which work isn’t a project), plus a comparison chart that depicts the “just right” amount of project management you’d like to see for your small, medium, and large projects (because not every project needs the same level of management)

- **Portfolio Management** - Learn a simple structure to get your arms around all of your projects, called your project portfolio – size, duration, priority, impact, etc.

- **Organizational Maturity** - Have a clear understanding of where you’re at on an organizational project management maturity model and a clear set of next steps (and inspiration) to start your transformation with project management in 2024-25

- **New Connections** - Meet and work with colleagues from other K-12 IT school districts, charter schools, and county offices of education

**No Computers, No Powerpoint**

**Guided Activities**

**Created by K-12, for K-12**

**Strategic Planning**
**Lodging Recommendations:**

**The Dana on Mission Bay** (www.thedana.com) is across the street from Marina Village, within walking distance of the conference.

Call 800-445-3339 to reach the reservations department for The Dana and mention “SDCOE K-12 Project Management Conference” to receive a 15% discount and waived daily resort fee. Or, use this link for the discount and waived resort fee.

Or, use this booking link for at seven other nearby hotels: http://marinavillage.net/overnight-accommodations/

You can receive a 15% discount and waived daily resort fee by selecting "Book Marina Village Rate" for your preferred hotel:

- Holiday Inn San Diego Bayside (8 min; 2.9 mi)
- Days Inn By Wyndham San Diego Hotel Circle (8 min; 4.9 mi)
- Pacific Terrace Hotel (12 min; 3.5 mi)
- Humphreys Half Moon Inn (12 min; 3.7 mi)
- Best Western Plus Island Palms Hotel & Marina (12 min; 4.1 mi)
- Sheraton La Jolla Hotel (18 min; 11.1 mi)
- Hilton San Diego Airport/Harbor Island (14 min; 5.6 mi)

**Can I bring my team?**

**Yes!** This event is intended for:

- K-12 IT managers, directors, and CTOs
- K-12 IT staff who assist with strategic planning
- K-12 IT staff who plan/lead projects

Please come with an understanding of project management basics. Feel free to refer to our tutorials at epmo.sdcoe.net.

**How does registration and payment work?**

- **Register here.**
- **Incentive!** Register by June 15 to be eligible for a prize; there are three prizes available (two organization, one individual).
- **How will I be billed?** Once we have accepted your registration, we will promptly email you with payment instructions ($200/participant). You may pay with check or credit card. Credit card payment is way faster!
- **May I make my payment after the event?** As much as possible, please take steps so that payment is made within 30 days of registration. However, we understand that payment may take some time and we will accept payment in 2024-25.
- **What is the refund policy?** Notify EPMO@sdcoe.net by May 31 for a full refund; by June 13 for a partial refund. No refunds will be issued on or after June 14; you may transfer your seat.
Participants may be photographed for use in promotional and/or news materials.

The San Diego County Office of Education is committed to ensuring equal, fair, and meaningful access to employment and education services. SDCOE does not discriminate in its employment practices or educational programs and activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, marital status, pregnancy or parental status, physical or mental disability or handicap, sex or gender, gender/transgender identity and expression, sexual orientation, military or veteran status, political affiliation, genetic information, a perception of one or more of such characteristics, association with a person of group with one or more of these actual or perceived characteristics, or any other characteristic protected under applicable federal, state or local law as applicable to educational services and/or employment. More detailed SDCOE policies and regulations can be found at www.sdcoe.net/nondiscrimination.

Thank you to our conference sponsors!