



Monday, 10/28/2019

ARMA SWO Fall 2019 Workshop:

Project Management for Records and Information Professionals

	Time
Check-in/Registration	8:30am-9:00am
Session Leader Introductions/Icebreaker	9:00am-9:30am
Key Project Terms	9:30-10:30am
BREAK - Morning	10:30-10:45am
Meeting Management	10:45-11:30am
Case Studies	11:30am-12:00pm
BREAK - Lunch	12:00pm-12:30pm
InOutsource Overview	12:30-12:45pm
Project Roles	12:45pm-1:45pm
BREAK - Afternoon	1:45pm-2:00pm
Project Milestones/Health	2:00pm-3:00pm
PM Role Play	3:00pm-4:00pm
Final Q+A/Session Close	4:00pm-4:30pm