

CHERYL ALLEN, MS, PMP

Designing and Implementing Practical Project Management Processes

Summary of Qualifications

CHERYL ALLEN, MS, PMP offers over 30 years' experience as a project management consultant and trainer for organizations in the public and private sectors. She has developed and delivered highly acclaimed project management training for various organizations including educational institutions, government, and private companies. As a consultant and coach, Ms. Allen has assisted several organizations to implement a Project Management Office (PMO) in order to standardize project management policies, procedures, and work products. In the program management arena, Ms. Allen worked with clients to establish a framework for program managers and executives to prioritize multiple projects and more effectively utilize scarce resources. On software development projects, she has planned and facilitated business process re-engineering and customer focus sessions to bring customers and software development teams to a shared project vision and well-defined project requirements. Participants in Ms. Allen's training classes consistently give her excellent reviews. She was selected as one of four UC Berkeley Extension Honored Instructors for 2012.

Ms Allen is certified as a Project Management Professional (PMP®) through the Project Management Institute (PMI). She holds an MS in Computer and Information Science from Georgia Institute of Technology and a BS in Mathematics from Montana State University.

Selected Professional Experience – Training

State of California – Department of Water Resources (DWR)

March 2007 – Present

Standardized Project Management Process Training

Ms. Allen developed and currently delivers project management training based on the PMI's Guide to the Project Management Body of Knowledge (PMBOK® Guide) and tailored specifically for project managers, engineers, and program managers in DWR. This training includes an extensive project management application workshop for project managers and engineers. This application workshop introduces practical project management tools and techniques as applied to each participant's current project. Upon completion of this workshop, participants have created a draft project management plan for their chosen project. The training also includes a shorter overview workshop for executives and program managers. The overview workshop emphasizes the project sponsor role in reviewing and approving project management deliverables. Ms. Allen has delivered these workshops to over 500 participants throughout the several DWR divisions.

University of California – Berkeley Extension

March 2003 – Present

Project Management and PMP® Certification Training

Ms. Allen developed and currently delivers classroom and on-line project management training as part of the UC Berkeley Extension Project Management Certificate Program. This certificate program includes courses covering all aspects of project management as defined in PMI's PMBOK® Guide. Ms. Allen developed and is the lead instructor for a unique PMP® Exam Preparation course delivered in a hybrid on-line and classroom format. This course received an award for academic excellence from PMI. Participants in the PMP® Exam training report a greater than 90% success rate in passing the exam on their first attempt.

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In addition to teaching for UCB Extension, Ms. Allen developed and currently delivers a 3-day “Effective Project Management” course, tailored for UC Berkeley staff in support of a university wide process improvement initiative. Ms. Allen teaches this course for private companies in Silicon Valley and also delivered it to a company in Prague, Czech Republic. Students in the “Effective Project Management” course report that the practical exercises in class enable them to be much more effective in managing projects on the job.

California State University East Bay (CSUEB) Division of Continuing & International Education

March 2007 – Present

PMP® Certification Training

Ms. Allen developed and currently delivers a PMP®/CAPM® Exam Preparation class as part of the CSUEB project management curriculum. This class is delivered in a classroom format, and also makes use of on-line access to provide discussion forums and additional class materials. Students in this class have a high success rate in passing the PMP® exam on their first attempt.

Stanford University Human Resources Department

March – August 2013

Project Management and PMP® Certification Training

Ms. Allen developed and delivered an executive seminar and two cohorts of basic project management training designed specifically to help Stanford University Human Resources staff use a standard project management approach on all HR projects. The project management training addressed two objectives: ensure project managers use an industry standard consistent approach on all their projects, and enable participants to achieve PMI certification. Participants reported early success in using the project management tools and techniques on their real world projects, and in addition, several participants passed the PMP® exam.

ESI International

November 2004 – Present

Project Management and PMP® Certification Training

Ms. Allen currently delivers project management training for the ESI Project Management and Business Analysis Certificate programs affiliated with George Washington University. ESI’s project management curriculum covers all aspects of project management and includes a PMP® Exam preparation class. The Business Analysis curriculum covers tools and techniques for business process analysis as well as gathering and documenting requirements. These classes are delivered for students in the private and government sectors, and the project management experience level of the students varies from novice to those with many years managing projects.

Project Management Institute (PMI) eSeminars World

January, 2005 to January, 2012

On-line Project Management Training

Ms. Allen developed and facilitated an “Intensive Project Management Fundamentals” on-line course for PMI eSeminars World. This course was one of PMI’s best attended on-line courses and was taught several times each year. Each session included students from around the world in many different occupations and enabled project managers to share their experiences and learn from each other.

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State of California – Employment Development Department (EDD)

April 2004 – July 2004

Software Product “Train the Trainer” Training

Ms. Allen developed and delivered “Train the Trainer” training for the initial implementation of web-based software to support the Paid Family Leave (PFL) Program. She designed and developed software product training materials to support the new business processes required. The project was under a legally imposed deadline that required all field staff to be trained and operational by of July 1, 2004. She delivered successful training to meet this deadline.

Sun Microsystems Incorporated

January 1998 - July 2001

Software Development Life Cycle (SDLC) Training

Ms. Allen consulted for a team to design and develop a proprietary software development life cycle framework for use by Sun’s internal Information Technology (IT) departments. She developed and delivered training to a worldwide audience including executives, project managers, technical staff, and business analysts, resulting in the consistent use of this framework for all Sun internal IT projects.

Hewlett Packard (HP)

January 1991 – January 2006

Peer Review Process Training

Ms. Allen consulted for a team of HP engineers and project managers to create a unique peer review process that enabled HP software teams to identify and correct over 70% of the potential errors in complex software products prior to testing. She developed and delivered training in this well-established best practice to HP engineers worldwide.

Selected Professional Experience – Consulting

State of California – Department of Transportation (Caltrans)

October 2001 – March 2002

Project Management Office (PMO) Implementation

Ms. Allen led a team including consultants and Caltrans personnel to evaluate their IT practices, recommended standards, and implement an Information Technology Project Management Office (PMO). As part of this effort, she created a PMO evaluation matrix that was used throughout various State agencies as a tool for evaluating their PMO needs. The Information Technology PMO provided a central focal point for managing and tracking a large variety of IT projects and enabled more effective utilization of IT resources within Caltrans.

State of California –Health and Human Services Data Center (HHSDC)

January 2000 – January 2001

Project Management Office (PMO) Implementation

Ms. Allen assisted HHSDC personnel to design and implement an IT Project Management Office (PMO) including standard project management processes and deliverables. She assisted HHSDC management to create a portfolio management process to prioritize multiple projects and more effectively utilize technical staff. As part of the PMO implementation effort, she developed and delivered project management training for HHSDC management and staff.

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State of California – Employment Development Department (EDD)

April 1997 - February 2001

Standard Project Management Methodology Implementation

Ms. Allen assisted a team of project managers to develop and implement a standard project management methodology for the EDD IT organization. This standard methodology was based on the PMBOK® Guide and industry standard best practices for software development. She developed and delivered project management training as part of the methodology implementation. This training covered basic project management as well business analysis skills and software development methodologies.

State of California – Franchise Tax Board (FTB)

July 2002 – June 2003

Feasibility Study Analysis

Ms. Allen led a feasibility study team for a project to implement a statewide system to track child support payments. She performed and documented problem definition and solution alternatives analysis, conducted management and technical reviews of the feasibility study documentation, wrote the executive summaries, and served as editor for the completed documents. The successful completion of this feasibility study resulted in State and Federal approval of the project funding worth over one billion dollars.

State of California – Department of Forestry and Fire Protection (CDF)

January 1993 – December 1997

Software Development and Project Management Methodology Implementation

Ms. Allen consulted for the CDF IT organization to improve and standardize their software development processes. She mentored IT project managers on the use of a standard software development lifecycle and standard project management processes and facilitated numerous Joint Application Development (JAD) sessions to re-engineer CDF business processes and to establish software requirements for new and updated systems. As part of this effort, she designed, an evolutionary software development lifecycle process used by the IT staff for internal and contracted software development. This evolutionary process delivered successful results to CDF in areas where there had been numerous previous unsuccessful attempts.

Technical Background

- Experienced user of Microsoft Office 2010 including Word, PowerPoint, Visio and Excel
- Experienced user of Microsoft Project 2010

Certification

Project Management Professional (PMP®) Certificate – Project Management Institute (PMI)

Education

Georgia Institute of Technology

Master of Science – Information and Computer Science

Montana State University

Bachelor of Science – Mathematics