

# Project Management Fundamentals

ESSENTIAL TOOLS, TECHNIQUES, TRICKS & TIPS TO SUCCEED IN MANAGING PROJECTS

This practical and interactive 2-day training course helps participants and organizations to translate the International Project Management Standards & Best Practices into their own real-world environments for the best business outcomes.

**SEPTEMBER 20-21, 2018** · Hotel & Congress Center Antunovic Zagreb

**16**  
PDU<sup>s</sup>

**New 2018 Edition**

Presented by · Richard Graham · PhD, PMP



## Seminar Focus

- ✓ Learn how to use the effective planning, executing, controlling and closing processes
- ✓ Understand international best practices and the relevance of the PMBOK® to your business projects
- ✓ Determine how to gain support for projects each step of the way
- ✓ Develop robust plans that consider risk and resource constraints
- ✓ Learn how to successfully cope with projects irrespective of size and complexity
- ✓ Develop a personal action plan to apply your learning back at work

**KTC International**  
Success through Competitive Intelligence

# Project Management Fundamentals

## Overview

Modern Project Management skills are essential for organizational productivity and excellence in today's business world. The application of sound Project Management has been demonstrated to improve the chances of successfully completing work within key constraints of time, cost and quality. This two-day interactive and practical course delivers an insight into world class project management techniques that can be used throughout the project life cycle. This course emphasizes the essential skills needed in today's business world. Participants will learn how to evaluate projects, understand the key processes and leadership skills necessary to deliver a successful outcome. Recognizing the importance of a common language and consistency in delivery techniques, this course references the nine knowledge areas defined in PMI's "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide). This framework has been adopted by many of the world's leading organizations and provides an excellent benchmark for every project team.

**This practical seminar explores all aspects of modern Project Management and is strongly based on the best practices described in the PMBOK®**

## Benefits of Attendance

**This seminar will prepare you to take on projects in a pragmatic way, making good use of effective and practical Project Management skills**

- Obtain fundamental knowledge about the generic processes of Project Management for effective scope, time, cost, communication and risk management
- Link realistic and measurable project objectives to clear, compelling stakeholder needs to ensure positive results
- Understand the challenges of working in a project team and the importance of communicating with your stakeholders
- Understand how to ensure that the Project Team are working on the project not just because they have to, but because they want to
- Learn How to keep the team focused on the delivery goal and the importance of gaining commitment
- How to set up and operate a dependable project control and monitoring system
- Feel more confident about accepting responsibility for new projects and be better able to stay in control of projects, no matter how dynamic the business environment may be

## Who Should Attend

- Recently appointed or future Project Managers
- Experienced Project Managers looking for new techniques or preparing for PMP certification
- Project team members, sponsors and other project stakeholders wishing to gain an understanding of "How to do projects effectively"

**This seminar is aligned with PMBOK 6<sup>th</sup> Edition and provides 16 PDU points**

# Project Management Fundamentals

## Seminar Agenda

### DAY ONE

#### Session 1: Project Management Concepts

- What helps to make projects successful?
- Project governance and Project Life Cycles
- Defining objectives and the triple constraints
- Introduction to international standards, such as PMI's PMBoK and Prince2 methodology

#### Session 2: Organizations and Project Teams

- Getting the organization's involvement
- Mapping Stakeholders real needs
- Selecting and motivating team members
- Defining project roles & responsibilities
- Effective project communications

#### Session 3: Project Initiation Processes

- Getting started with an appropriate initiation process
- Gathering stakeholder requirements
- Defining the Business Case
- Documentation including Project Charters and Scope Statements

### DAY TWO

#### Session 4: Successful Project Planning

- Developing Work Breakdown Structures (WBS)
- Estimating durations, resources and costs
- Network Diagramming and CPM
- Managing the critical path using slack/float effectively
- Scheduling with Gantt and Milestone Charts
- Risk management processes

#### Session 5: Controlling Projects

- Project control processes
- Base-lining concepts
- Identifying indicators and performance measurement tools
- Variance analysis and taking corrective actions

#### Session 6: Project Closing

- Closeout processes
- Sharing lessons learned
- Transition to business as usual

# Project Management Fundamentals

## Seminar Leader



**DR. RICHARD A. GRAHAM, PMP** has been involved in projects for over 20 years. He has been active with a wide range of industries, including pharmaceuticals, chemicals, engineering and manufacture, construction, information systems and telecommunications and has held senior roles in Astra Pharmaceuticals, Eli Lilly, IMC and British Alcan.

Rick has a special interest in the risk and recovery aspects of projects, as well as in project contracting. He teaches a module of the MBA and Operational Research courses of a major UK business. Rick is a certified Project Management Professional® by PMI® and is a member of PMI's Risk Management Special Interest Group.

Rick is a popular key-note speaker and course facilitator on the number of project management topics, including Risk, Governance, Financial Aspects and Recovery of Projects, as well as Program & Portfolio Management.

His recent assignments include delivering project consultancy and management training work for British Telecom, Deutsche Telecom, BP, Bechtel Corporation, Dubai Construction Authority, Vodafone, Siemens, Skanska, Tetrapak, Microsoft, Nokia, Ericsson, Gazprom and Intesa Sanpaolo Group among others. Rick is also a certified lawyer and certified public accountant in the UK.

Rick is well-known to PMI communities in his home country of UK, Belgium, Finland, Germany, the Netherlands, Norway, Sweden, Switzerland, the US, Middle East, Central & Eastern Europe, as well as the far-flung places of the African continent; and recently Australia. Throughout past years, he has been active as regular presenter on PMI Annual gatherings, delivering several world-class workshops, including:

**Managing Projects on a Reduced Budget**  
A complete set of tools & techniques for delivering successful projects under harsh financial & economic conditions  
Endorsed by:

June 14 - 15 2011  
Bucharest, Romania

**Seminar Leader**  
Venue: JW Marriott Grand Hotel Bucharest

**Richard A. Graham, PMP**  
B.Sc. (Hons.), LL.B. (Hons.),  
CIPMA, MSc.

Demand for this program is so high that events were organized back-to-back in Berlin, Belgrade, Budapest, Copenhagen, Prague, Stockholm, Vienna, Warsaw and Zagreb.

**Seminar Focus:**

- Discover how to focus on project success
- Get a grip on project financial analysis
- Understand the project cost management
- Realize the importance of estimating
- Create optimum cost estimates and budgets
- Design and manage the optimum contract
- Comprehend the customer and supplier contract management
- Manage how price, revenue and change the project risk
- Implement realistic contingency budgets
- Learn the processes and techniques for effective recovery of troubled projects

**Special guest speaker**  
General Bengler is the President of the PMI Romania Chapter, having over 15 years experience in project and change management and over 10 years expertise in providing project management and team conflict management training. She has earned International certification in project management, Certified Senior Project Manager (PMP) and Project Management Professional (PMP) and has also gained the Prince2 professional certificate.

This is the only program focusing on **real-life implementation of Reduced Budgets Management**, rather than academic theory of it.

**MANAGING PROJECT RISK IN 2011: THE NEW PROJECT ORDER**  
A complete set of tools & techniques for effective management of risks associated with projects, including financial concepts essential for project success in today's financially tight business environment  
Endorsed by:

September 19-20 2011  
Hotel Antunovic, Zagreb, Croatia

**Seminar Focus:**

Learn how to identify, quantify, prioritize and plan for risk with a systematic approach  
Find out how to distinguish between good luck & bad management and bad luck & bad management  
Learn better decision making to quantify alternatives and understand their, worst & most likely outcomes  
Develop more effective Risk Management plans and processes supported from the project website  
Identify the key issues such as realistic assessments of contingency funds  
Budget Contingential risks and enhancing the government process  
Understand financial risks and obtain the tools & techniques for effective management of finance related risks

**Recovering Troubled Projects**  
Discover how to avoid that sinking feeling and deliver truly successful projects  
October 22-23 Bucharest, Romania | October 24-25 Zagreb, Croatia  
Endorsed by:

**Seminar Focus:**

- Perform objective assessments of project status with emphasis on early warning signs
- Identify success factors to avoid critical situations or failures
- Discover how to define and implement a recovery plan
- Effectively manage recovery activities and post-management buy-in during the recovery process
- Learn how to manage project stakeholder expectations
- Develop a detailed checklist for recovering your own projects

**Managing Project Resources**  
May 05-07 2013 Hotel Olympia Palace, Zagreb  
June 19-21 2013 Atlantic Palace Hotel - Novi Beograd

The 3-day advanced project scheduling, quality & cost control tools & techniques for managing and controlling your projects' physical, financial & human resources

**Seminar Focus:**

- Prevent cost-related technical and procedural ways to develop & reduce budgets
- Work with the only resource cost & management & cost financial barriers
- Control and predict performance in a cost & quality & schedule (P3) status
- Substantially increase the success rate of the project
- Recovery in a cost-related for delivery of the project
- Building an effective and flexible project team

**Project Portfolio Management – The New Paradigm Managing a Successful PMO in 2014 Economy**  
A strategic framework for managing a portfolio of projects, programs and portfolios in a dynamic and competitive environment  
October 22-23 Bucharest, Romania | October 24-25 Zagreb, Croatia  
September 22-23 2013 Hotel Holiday Inn Belgrade Beo B

**16 PDUs**

**Workshop Focus:**

- Portfolio management approach and capabilities to build a successful project portfolio
- Identify the key success factors for managing a portfolio of projects, programs and portfolios
- Understand the importance of the project portfolio management (PPM) process
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# Project Management Fundamentals

To reserve your participation please complete the registration form and send it to <a href="mailto:operations@ktcintl.com">operations@ktcintl.com</a>			
PARTICIPANTS' INFORMATION		EVENT DETAILS – Please choose your event!	
Name		<b>Project Management Fundamentals</b>	
Job Title		September 20-21, 2018	
e-mail		Hotel & Congress Center Antunovic	
Name		Zagreb, Croatia	
Job Title		REGISTRATION FEES	Please mark the appropriate box!
e-mail		<b>Standard</b> single delegate fee	€ 1,295 / delegate
Name		<b>PMP/PMI-Member</b> fee with 10% off	€ 1,165 / delegate
Job Title		<b>Group 4+1</b> fee with 20% discount	€ 5,180 for 5 delegates (€ 1,036 average)
e-mail		<b>INDIVIDUAL EARLY-BIRD DISCOUNT AVAILABLE UNTIL JULY 31, 2018</b>	
Name		Register <b>now</b> and receive 20% off	€ 1,036 / delegate
Job Title		<b>GROUP EARLY-BIRD DISCOUNTS AVAILABLE UNTIL JULY 31, 2018</b>	
e-mail		<b>3+1 Free seat:</b> Register 4 delegates <b>now</b> and <b>save € 1,295</b> (25% discount)	€ 3,885 for 4 delegate (€ 971 average)
Name		<b>4+2 Free seats:</b> Register 6 delegates <b>now</b> and <b>save € 2,590</b> (33% discount)	€ 5,180 for 6 delegate (€ 863 average)
Job Title		All above listed fees are <b>gross</b> . Discounts & Promotional Offers <b>cannot</b> be combined. In case of multiple discounts availability, the higher discount applies.	
e-mail			
Name			
REGISTERING ORGANIZATION		AUTHORIZATION	
Name		I certify that the above information is correct. I am aware of the prerequisites of the registration.	
EU VAT No.			
Street		Name	
City		Job Title	
Country		Signature	
Phone No.		Date	
TERMS & CONDITIONS			
Hotel Accommodation & Airport Transfer			
Accommodation is not included in the training participation fee. To arrange accommodation at the conference venue, you will receive a reservation form with our Special Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.			
SALES CONTRACT			
<b>This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and agreed in good faith.</b>			
<b>1. Fees:</b> Registration fees are inclusive of program materials, luncheons and refreshments, but exclude accommodation and travel expenses.			
<b>2. Payment terms:</b> Following the receipt of the registration form, all payments are due within 5 (five) business days. All payments must be received before the commencement of the event. After registration all payments must be executed within the terms herewith irrespective of attendance. Should a portion of the Contract price be subject to state, federal, or local taxation, or VAT if applicable, the Executor reserves the right to add such charges to the final invoice or recover such sums from the Client at the time when they become due.			
<b>3. Cancellation/Substitution:</b> Substitution is allowed by providing a written notice is given to the Executor, not later than 2 working days before the event. Otherwise all registrations carry a 50% cancellation liability of the contract value immediately after an authorized registration form has been received by The Executor. By signing this registration form the client agrees that in case of any dispute or cancellation The Executor will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason The Executor decides to postpone or cancel the event, The Executor is not responsible for covering airfare, hotel or any other cost incurred by the clients. Any cancellation received in less than 10 working days before the event carries 100% payment liability. No refund, partial refund or any alternative offer shall be made.			
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<b>5. Copyright:</b> All intellectual property rights in all materials produced and distributed by the Executor are expressly reserved and any unauthorized duplication, publication or distribution is prohibited without written permission of the Executor.			