

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.

16
PDU's

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

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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 7th Edition and provides 16 PDU points

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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 Tools & Techniques

WORKSHOP LEADERS



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, including PMI Forum in Zagreb.



ROGER WILD, PMP, PMI-ACP has more than 25 years' experience in project and program management, as a practitioner and training facilitator. He is a Project Management Professional (PMP®) certified by the Project Management Institute (PMI®) and a PRINCE2 Practitioner. Roger holds a Masters Certificate in Project Management from Georgetown University.

As Consulting Director of Project Associates (Europe), he provides project & program management consultancy and training to international audiences including: Alstom, AON, Barclays Bank, Cameron, Credit Suisse, ECCO, Ericsson, Hewlett-Packard, HSBC Bank, Proctor & Gamble, TNK-BP, Nestle, Novartis, Orange, Unicredit Bank and Standard Life.

Recent experience includes working with HSBC Bank on their Change & Benefits Realization programs in Mexico and Hong Kong, assignments for Nestle (Europe) Food & Beverage businesses, implementing new processes for major Capital Investments Programs and various assignments for the Abu Dhabi Tourism Development & Investment Company (TDIC) working on their exciting portfolio of five star resorts, golf courses and museums.

He was personally trained by Rita Mulcahy the founder of RMC Project Management Inc. to deliver her accelerated learning courses for PMP Exam Preparation. He has since delivered courses in Moscow, Warsaw, Zagreb, Bucharest and Budapest, and helped a great number of people achieve their PMP Certification.