

# Project Management Tools & Techniques

A 3-day interactive and practical seminar designed to deliver an insight into global project management best-practices, tools, techniques & processes throughout the project life cycle



## Workshop Focus

**Understand** the concepts of modern project management

**Learn** how to gain support for projects each step of the way

**Define** how to use the effective planning, executing, controlling and closing processes

**Recognize** international best practices and the relevance of the PMBOK® to your business projects

**Develop** effective and realistic project schedules considering risks and available resources

**Learn** how to successfully cope with projects irrespective of size and complexity

**Execute** project planning, implementation and control techniques

**Address** customer, contractor, HR and Business issues

**Familiarize** yourself with track and control methods for multiple projects and programs

**Understand** and be able to use modern project management software applications

**Develop** a personal action plan to apply your learning back at work

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## 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

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

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## WORKSHOP AGENDA

### Session 1: Project Management Fundamentals

- What helps to make Projects successful?
- Determining Project Life Cycles
- Definitions and generally accepted best practices
- Defining objectives and the multiple constraints
- Introduction to international PM standards

### Session 2: Organizations and Projects

- Getting the organization's involvement
- Recognizing organizational constraints
- Selecting and motivating the team members
- Formal project roles & responsibilities
- Effective project communications
- The role of e-mail, data management and Project Management software

### Session 3: Project Initiation

- The initiation process
- The project concept-effectively controlling risk at an early stage
- Defining the Business Case
- Understanding NPV and BCR
- Initiation documentation including Project Charter and Scope Statement
- The Prince2 approach to Project Initiation

### 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
- Gantt and Milestone Charts
- Dealing with uncertainty using PERT
- Quality planning

- Base-lining concepts
- Overview of the most popular Project Management software tools

### Session 5: Risk Management in Projects

- Definition and dimensions of project risk
- Project Risk Management Processes
- Compiling the Risk Log
- Response strategies for opportunities & threats
- Documenting and managing risks

### Session 6: Procurement Management

- What is a contract?
- The six step contracting process
- Contract type selection and associated risks
- Project manager's role in procurement

### Session 7: Controlling projects

- Project planning vs. control
- The project control cycle
- Identifying indicators & performance measurement tools
- Understanding Earned Value Management (EVM)
- Variance analysis

### Session 8: Project Closeout

- Closeout processes
- Sharing lessons learned
- Importance of effective project closure

### Session 9: Conclusion; Essential steps for the future

- Steps to take after the seminar, which do not require money!
- Analyze, organize and start your Project Management & process improvement
- Getting ready for multiple projects

The course encourages active participation, utilizing structured exercises, discussions and case studies for group work, for best results

All participants will receive a Certificate of Attendance. The course is in line with PMBOK® Guide 7<sup>th</sup> edition and provides 24 accredited training hours for Project Management Professional® (PMP) certification.

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## 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.