

Managing Project Resources

Discover key skills for managing and controlling your project resources

24-25 August 2010 ~ Budapest, Hungary



Seminar Focus

- Building an effective and motivated project team
- Negotiating for key resources and working around organisational barriers
- Review the tools used for defining project scope
- Effective estimating techniques and practical ways for developing robust schedules
- Scheduling to resolve resource conflicts in the planning phase
- Manage project performance and accurately report project status

Overview

This advanced course will equip you with the skills you need to secure the right resources and build commitment to a realistic schedule, which you can successfully manage and control.

Successful project delivery involves a great deal more than simply planning and controlling, you need the support and dedication of a team to get it done. A particularly significant challenge for many Project Managers is to fashion a high performing team from a group of resources temporarily loaned to the project. Learn the essential skills you need to manage both the schedule and the human side of projects successfully.

You will explore various practical tools and techniques for managing resources and scheduling projects within constraints of time, cost and quality.

You will participate in small "project teams", tackling a case study project, to demonstrate the practical use of key project tools. Practice skills for scope definition and developing work breakdown structures. Use effective techniques for estimating and budgeting, a logical approach to developing robust schedules, which are all essential for effective resource management.

Staying on track or more importantly knowing if you are heading off-track, is an equally challenging proposition for Project Managers. This course will demonstrate the Earned Value Management (EVM) approach, which enables everyone, including customers to keep track of cost and schedule performance. Many people have likened it to a dashboard that provides early warning signal on projects

To achieve quality deliverables, you must establish processes that lead to consistent performance and deal flexibly with customer needs and wants.

Benefits of Attendance

Learn effective negotiation skills and tactics to help you build high performing project teams. This course also provides you with a clear understanding of cost and schedule control techniques, to maximize the effectiveness of your key project resources.

This course focuses on teaching delegates to think like Project Managers, to be active instead of passive, to take responsibility for the project and take positive steps to keep it on track.

- Prioritise requirements to maximize the deployment of resources to critical areas
- Identify appropriate techniques and tools for estimating time, costs and resources
- Use scheduling techniques including networks and Gantt charts
- Learn advanced schedule development techniques to optimize resource usage
- Consider the use of feeder buffers with the critical chain project management approach
- Know how to use Earned Value Management techniques to determine project status
- Manage project performance and accurately report project status

In preparation for PMP Certification this course includes a review of the PMBOK® sections:

Section 6 ~ Project Time Management

Section 7 ~ Project Cost Management

Section 9 ~ Human Resource Management

Section 10 ~ Communications Management



Course Topics

DAY ONE

Session 1 ~ Essentials of Resource Management

- Key challenges in scheduling and resource management
- Review project life cycles and processes
- Defining objectives and the triple constraints
- Generally accepted best practices and reference sources

Session 2 ~ Scope Planning

- Why are requirements important?
- Preparing and committing to a Project Charter
- Writing effective Scope Statements
- Documenting assumptions & constraints

Case Study ~ Preparing the Scope Statement

Session 3 ~ Scope Definition

- Building deliverable-oriented work breakdown structures (WBS)
- Defining the work packages and tasks
- Constructing a responsibility assignment matrix

Case Study ~ Preparing the WBS

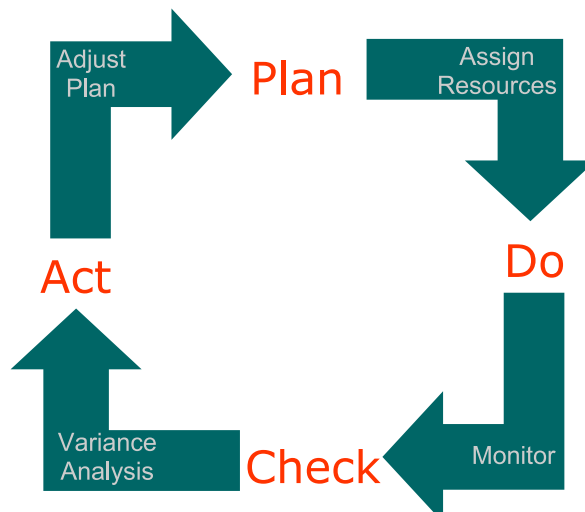
Session 4 ~ Human Resource Management

- Building an effective project team
- Negotiating for key skills
- Developing your Leadership style
- Motivating the team

Session 5 ~ Estimating techniques

- Top down vs. bottom up estimating
- Parametric and analogous estimating
- Good practice tips for estimating durations, effort and costs

Case Study ~ Developing the estimates



Course Topics

DAY TWO

Session 6 ~ Scheduling techniques

- Milestone planning and Gantt chart
- Network diagramming using ADM and PDM
- Precedence relationships and critical path analysis (CPA)
- Identifying total and free slack
- Crashing schedules using time/cost trade offs
- Considering risks and contingency reserves
- Reviewing resource constraints and resource levelling
- Critical chain project management concepts (CCPM)

Case Study ~ Developing a schedule

Session 7 ~ Monitoring and control

- Establishing the baselines
- Monitoring project performance
- Understanding Earned Value Management (EVM)
- Responding to issues and changes
- Progress assessment and Status reporting

Case Study ~ Status Reporting

Session 8 ~ Learning review and Q&A

- Share insights and learning.
- Develop a personal action plan to apply your learning back at work

Seminar Timetable

Registration will be from 08.00 to 08.30 every morning. Lunch and refreshments will be provided. The course will finish at approximately 17.00 each day.

Who Should Attend

This session is a must for project managers who wish to improve the effectiveness of their project plans and learn new techniques to manage and control key project resources. This course will also be of importance to: Project / Team Leaders, Program Managers, Resource Managers and also team members who are studying for PMP certification with PMI.



Seminar Leader

Roger Wild, PMP

Managing Director
Project Associates Europe
Past Chairman,
Microsoft Project Users' Group



Roger Wild is an international project management consultant and Director of Project Associates (Europe) Limited, offering specialist training and consultancy services. He has over twenty years experience in designing and implementing project management solutions.

He has implemented various project management methodologies in a wide variety of businesses including Pharmaceutical, Engineering, Construction, Manufacturing, Telecommunications, Financial Services and IT companies.

He is a member of the PMI College of Scheduling, which aims to build confidence in the integrity of schedules and further develop / expand the Body of Knowledge of Scheduling.

Roger has experience with various project management systems and recently has concentrated on implementing Microsoft Project and the PRINCE2 methodology.

For six years he was a director of the Microsoft Project User Group (UK), which he was instrumental in formed in 1995. This very successful organization had over 1000 members from all sectors of industry and provided a forum for exchanging experiences and good practices. Recently the group merged with MPUG Global, which operates a similar service worldwide.

In 1996 he helped initiate and plan three four year programmes with the World Wide Fund for Nature (WWF). These international conservation programmes were reported at quarterly stage reviews to the Project Board, which Roger attended in a quality assurance role.

Achievements:

- Member of The Chartered Institute of Building (MCIQB)
- Certified PMI Project Management Professional (PMP®)
- Member of PMI College of Scheduling
- Past Chairman of the Microsoft Project User Group (MPUG)
- PRINCE2 Certified Practitioner

Roger works exclusively with Stamford Global in the Central European region to deliver various project management solutions. Besides the Tools and Techniques seminar he is the knowledge champion of the Project Scheduling and Resource Management workshop.

Our accredited facilitators are the best guarantee for achieving the certification of your Project Managers

Managing Project Resources

Please complete the form and fax to (36) 1 999 7481

Delegate Details

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Registering Company

Company Name
EU VAT Number
Street
City
Country Postcode
Telephone Fax

Event Details

Dates 24-25 August 2010
Venue 5 star location to be advised
City Budapest

Payment Details

*Credit Card Payment
Bank Transfer

Registration Fee

Regular Fee	<input type="text"/>	€ 995
Register 2 or more delegates	<input type="text"/>	€ 895

PAYMENT BY CREDIT CARD

*Your security is our priority. In case of paying by Credit Card our finance department will be in touch with you to handle your payment. Please do not send or disclose your credit card number under any circumstances. Credit Card payments are subject to 4% administration and handling fee.

Authorisation

I certify that the above information is correct.
I am aware of the prerequisites of the registration.

Name
Job Title
Signature
Date

Terms & Conditions. Please read carefully before registration

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 Stamford Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.

Confirmation Details

After receiving payment, a receipt will be issued. If you do not receive a letter outlining joining details 2 (two) weeks prior to the event, please contact us at operations@stamfordglobal.com

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Client means the registering organization

Executor means Stamford Global

This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and negotiated in good faith.

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2. Payment terms: Following the receipt of the registration form, all payments are due within 5 (five) working days. All payments must be received before the commencement of the events. 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. Late payment: The client explicitly agrees the Executor entitled to charge a fix 20%/year late payment penalty for all payments received after the due date. Credit Card payments are subject to 4% handling and processing surcharge.

3. Cancellation/Substitution: 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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