

Project Management Essentials

Translate the International Standards for Project Management into your real-world environment



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

Overview

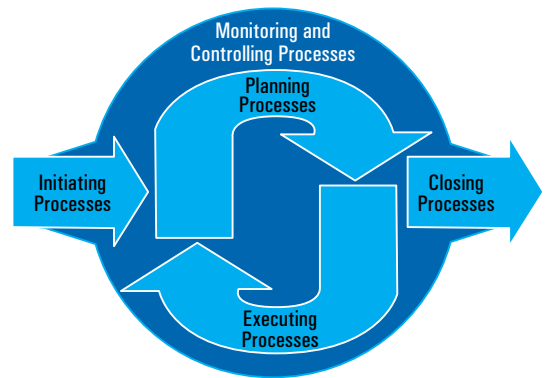
This practical seminar explores all aspects of modern Project Management and is strongly based on the best practices described in the PMBOK®

Modern Project Management skills are essential for organisational 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.

Recognising 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 worlds leading organisations and provides an excellent benchmark for every project team.



Project Management process groups mapped to the Plan-Do-Check-Act Cycle

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"

Course Topics

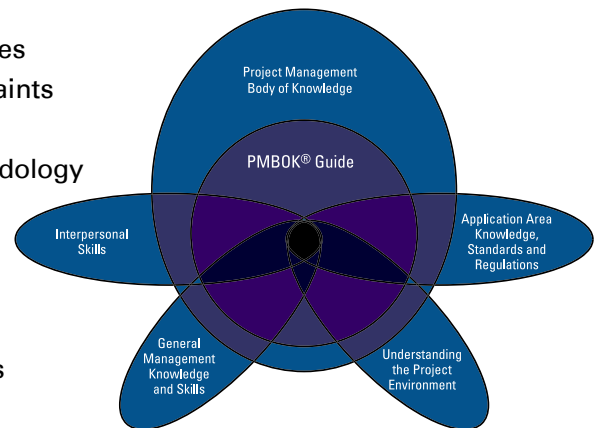
DAY ONE

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 ~ Organisations and Project Teams

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



Areas of Project Management expertise

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
- Baselining 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

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.

Testimonials from past Project Management Essentials courses:



INA plc. as major Oil-&-Gas company in Croatia started to attend Stamford Global courses in Project Management early 2004. Attendees' feedback, their subsequent internal knowledge dissemination as well as concrete results in different fields have proven the effectiveness and efficiency of Stamford Global trainings.

CIO

INA

I was among the first from my organization who attended Stamford Global course back in 2004. Since then we have nominated over 100 of our people to go through various programs. It is a unique experience and a real value for money!

Director of HR and Organization

Ericsson Nikola Tesla

The course has inspired me to review existing Project Management concepts in Plzensky Prazdroj. As a proof I can now work my whole activity plan. Very good ideas for improvement of Risk Management and perfectly covered!

Marketing Innovations & Project Manager

Plzensky Prazdroj

The course clearly exceeded my expectations. We came with 7 people here and I will further initiate that our whole management takes this program.

Deputy CEO, Strategic Projects & Integration Manager

Coca-Cola Beverages

I would definitely recommend Stamford Global as a provider of excellent training courses in Project Management area – leading the project management function in Ericsson's Market Unit I have been ordering the courses since 2004 and have only positive feedback from our participants. My own experience also confirms very strong skills of the trainers, comprehensive books and other supporting materials and very good quality of complementary services – accommodation, hosting, etc. It is worth mentioning also that Ericsson itself is very good in this area and has quite long experience in Project management and the participants from our side mostly have big experience in customer project management; nevertheless, despite our rather high requirements we are absolutely satisfied with the Stamford Global services.

Manager, Network Roll-Out, Services

Ericsson Corporatia

We have been working with Stamford Global for the past year in finding and implementing an in-house training solution for Orange Romania S.A. I would like to emphasize the professionalism and expertise for the entire road map of the project – their knowledgeable approach of our request, subject proposed and methodology proved to be the best solution for us. I strongly recommend Stamford Global for interventions of this kind as there is a reliable, customer focus and result oriented partner.

Training & Development Manager

Orange Romania

Stamford Global delivered our Project Management Competence Building program, a series of 7 project management in-house company workshops. Stamford Global provided outstanding curriculum and exceptional quality of service. Both the essential business needs and every other small details were given due attention and fulfilled 100%.

Project Director

Blue Bridge

