Project Management 5 Day Corporate Training

▪ PRINCE2 Fundamentals of Project Management ▪ MS Project 2016 ▪ Agile Project Management	▪ Project Risk Management ▪ Quality Management ▪ Strategic Management ▪ Business Case Analysis

PRINCE2 Fundamentals of Project Management

Projects are crucial both in entrepreneurship and today's corporate business environment of team based business structures; providing accurate, timely and relevant information essential for decision-making process and quality management; ensuring key roles in meeting customer requirements. Project Management, together with the strength and diversity of accompanying modules complement each other, providing a competitive advantage in an otherwise challenging business environment.

[Delegates will use a case study for practical implementation scenarios].

Day 1

- Project management basics
- Characteristics of project work and differences from business as usual
- Project manager responsibilities
- Project performance variables that needs to be controlled
- PRINCE2 Project Management methodology implementation
    - **Principles** – practices and guidelines
    - **Themes** – aspects, concepts and areas that should be addressed continually
    - **Processes** – activities that needs to be done

Day 2

7 Principles (framework for good practices)
- Continued business justification
- Learn from experience
- Defined roles and responsibilities
- Manage by stages
- Manage by exception
- Focus on project
- Tailor to suit the project environment

Day 3

- Critical Chain Project Management (CCPM)
- Project scheduling
- Developing a network
- Critical Path Analysis
- Critical Path Terminology
    - Finish-to-Start (FS)
    - Start-to-Start (SS)
    - Finish-to-Finish (FF)
    - Start-to-Finish (SF)
- Slack or Float

[Delegates to fully grasp how to draw and calculate critical path]

Day 4

7 Themes aspects of project management that must be addressed continually:
- Business case
- Organisation
- Plans
- Risk
- Quality
- Change
- Progress

Day 5

7 Processes defining *activities* that need to be done and *when*.
- Starting up a Project
- Directing a Project
- Initiating a Project
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Closing a Project

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MS Project 2016

Learn the most used project management software to gain both most sought out knowledge and implementable skills. Delegates are introduced on how to set views to enhance resources, project schedules and tasks; and applying project baselines.

[This training requires the use of computers]

Day 1

- Introduction to Project 2016
    - File management features
    - Task Tab
    - Resource Tab
    - Report Tab
    - Project Tab
    - View Tab
- Backstage View
- Finding commands
- Setting and creating Project files
    - Templates
    - Pulling information from Excel
    - Setting a Project-wide calendar
    - Implementing working and non-working days and times
    - Setting Project options

Day 2

Creating Project tasks

- Manual and auto scheduling
- Switching between manual and auto scheduling
- Creating a milestone task
- Creating a recurring task
- Getting information from other programs
- Creating summary tasks
- Displaying summary tasks
- Re-organising tasks in a task list
- Work Breakdown Structure (WBS) codes

Task dependencies and task schedules

- Linking tasks
- Dealing with delays or overlaps
- Setting task date constraints
- GANTT Charts

Day 3

Defining and creating resources

- Analysing different types of resources
- Creating a work resource
- Creating a material resource
- Calculating labour and material resources
- Creating cost resources

Assigning tasks to resources

- Duration, work and units
- Assigning resources to tasks
- Using team planner
- Scanning for over-allocations
- Effort driven and non-effort driven scheduling
- Resource assignment changes
- Replacing resources assigned to a task

Day 4

Project views

- Selecting a view
- Working with a table
- Re-arranging table columns
- Changing table column settings
- Displaying two views simultaneously
- Using Timeline view
- Sorting tasks, resources and assignments
- Grouping and categorising tasks, resources and assignments
- Filtering tasks and resources
- Formatting and styling task bar
- Adjusting task bar layout
- Text formatting

Project schedule fine-tuning

- Critical path analysis
- Using Task-Inspector to solve scheduling issues
- Splitting tasks and assignments
- Delaying a task or assignment
- Applying work contours to resource assignment
- Levelling resources
- Re-activating inactive tasks

Day 5

Tracking and managing a Project

- Baseline, schedule and actual value representation
- Saving and clearing Project baseline
- Adding tasks to a baseline
- Updating project schedule
- Assigning overtime
- Updating costs
- Re-scheduling incomplete work

Viewing and reporting project information

- Viewing project status
- Spotting scheduling progress problems
- Assessing cost problems
- Graphical reports
- Earned value analysis
- Printing views and reports

Sharing reports

- Saving project files to other formats
- Global templates
- Importing and exporting data
- Different methods of sharing Project files

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Agile Project Management

The survival in current dynamic business world requires corporates to respond quickly and effectively to changing business and project conditions. Project managers are required to master new approaches to project planning and team management. This training covers the theories and methods behind agile adaptive project life cycles, agile tools, techniques and skills. Delegates are introduced to the principles and best practices of the Scrum agile product development framework. Delegates will learn agile techniques for managing change and risk in a project, agile methods for requirements determination, estimation and enabling self-managing teams to build products that help better control today's high-demand, ever-changing project environments.

Day 1
Introduction to Agile
- Characteristics of Agile projects
- What is Agile Project Management
- Agile Life Cycle
  - Envision
  - Speculative
  - Explore
  - Adapt
  - Close

Day 2
Project selection and design
- Selecting project to apply agile techniques
- Product Data Sheet (PDS)
- Agile sprint structure
- Risk management framework

Day 3
Agile project guidelines
- Requirements documents
- Meeting procedure guidelines
- Agile control mechanisms and techniques

Day 4
Agile process development and fine-tuning
- How to control problems
- Effective collaboration
- Managing risks and uncertainties
- Identifying lessons learnt
- Business changes and adaptation
- Project closure phase

Day 5
Agile tools and techniques
- Snowploughing
- Adjusting management techniques

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Project Risk Management

Risk management is an essential part of project management. Delegates will consider characteristics of risk management considered to be crucial to enable efficient handling of risks. Project managers are integral to organisation operations, and to ensure every project is executed efficiently, they require multiple skillsets: from planning to implementation and the ability to work effectively with different personalities on a daily basis. This training enable delegates to expand their knowledge and skills and provide a competitive edge that translates across industries. Delegates will learn how to lead project teams, define and manage project risk, use project management systems, assess impacts and manage projects.

Day 1
Risk plan development
- Managing risk
- Incorporating risk management in projects
- Stakeholders risk tolerance
- Risk plan components

Day 2
Risk Identification
- Risk identification methods
- Risk consolidation
- Recording and registering risks

Day 3
Project risk analysis
- Qualitative risk analysis
- Quantitative risk analysis
- Risk analysis and prioritising

Day 4
Project risk response strategy
- Risk response alternatives
- Prioritising risk
- Developing effective risk response
- Risk triggers

Day 5
Project risk monitoring and control
- Recording and reporting risks
- Risk response execution
- Updating risk template

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Quality Management

Quality management is one of the most recognised professional disciplines and extremely important to every organisation. Quality helps improve stakeholder satisfaction, financial outcomes and brand recognition. Quality management training covers technical and management principle approaches. Although quality planning and implementation varies between organisations, the goals remain the same; performing products and services that exceeds customer expectations.

Day 1
Introduction to Quality Management
- Organisational effectiveness
- Strategic planning

Day 2
Quality Standards and customer focus
- Organisational success indicators
- Creating customer focus

Day 3
Auditing and ISO 9001
- Quality systems
- Product and service performance audit

Day 4
Performance and process management
- Tools and techniques for a successful benchmarking and key performance indicators
- Work process management and improvement

Day 5
Continuous quality improvement principles and the six sigma
- Quality management tools
- Six sigma methodology

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Strategic Management

Businesses are increasingly faced with challenges that threaten current business models; at the same time also represented with huge opportunities. Training in Strategic Management provides delegates with the knowledge and skills on how to recognize these challenges and opportunities; and act upon them to ensure long-term success. Combined with project management, strategic management provide delegates with a deep grounding in the basic logic of competitive advantage, premised on distinct qualities and positions of individual firms. The training offers an excellent start for a career in consulting, entrepreneurship or general management.

Day 1
Strategy and strategic environment
- Strategic and tactical decisions
- PESTEL, Porters' Five Forces framework

Day 2
Developing strategy, resources analysis and core competencies
- Key/critical success factors
- Components of strategic capabilities

Day 3
Strategy formulation model
- Business level strategy
- Corporate level strategy

Day 4
International strategic methods
- Mergers, acquisitions, joint ventures and alliances
- Market entry modes determinants

Day 5
Strategic purpose and culture
- Stakeholder analysis
- Cultural and social forces

Business Case Analysis

This training entail case scenarios that give delegates the opportunity to identify problems, apply theory and recommend a plan of action in a business situation. Case analysis enable delegates improve critical thinking and analytical abilities, ability to evaluate sources of information and communication skills. On completion, delegates will apply lessons learnt on how to think, structure problems, grasp ability to conceptualise, and draw clarity from ambiguity, form views and make recommendations.

Day 1
Business case development and analysis
- Business case and value proposition
- Identifying problems or opportunities

Day 2
Options and gathering data
- Identifying alternatives
- Collecting data, setting time frames and estimates

Day 3
Financial metrics benchmarking and risk mitigation
- Measuring and managing project cash flows
- Risk analysis and assessment

Day 4
Practical IP issues and alternative option justification
- Addressing the Intellectual Property (IP)
- Justification of chosen alternative

Day 5
Pitching the Business Case
- Communicating the business case
- Promoting the case

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