

THE FUNDAMENTALS OF PROJECT MANAGEMENT

The tools &
techniques and
critical people skills
for achieving
success.



For those new to Project Management, this intensive five-day course features a thorough introduction into the theory, tools and techniques, and people side of project management. Organizations who utilize this tailored in-company program experience cross functional understanding and interaction - as well as a mutual understanding of the principles of project management. In-company programs include customized case studies and programming to maximize relevance to your audiences. Additionally BMC will provide increased time spent on PM principles of immediate concern to top management. For example, a module can be added to train participants in the use of software tools.

**40
PDUs**

“Models
were easy
to learn and
workshop
exercises
gave
opportunity
to practice.”

Project Manager, Bayer

**The course
can be given in
modules**

by separating the
Tools and the People
side into 3 + 2 days
respectively

COURSE DESCRIPTION

The five basic functions of Project Management are covered in detail over the first three days: Planning, Organizing and Staffing, Directing and Leading, Controlling, and Reporting. Classic tools are introduced and utilized in Project Workshops i; participants work in teams focusing on designing a variety of Work Breakdown Structures and Gantt charts geared to different project situations and conditions. Participants evaluate their current Project Management skills with BMC's online Assessment Inventory of Project Management - and can return to their organization for a complete 360 degree evaluation by their team, immediate supervisors, and project managers. They will then be able to compare their performance to database benchmarks including data from thousands of participants from international companies.

On days four and five, project management lessons shift from tools and techniques to managing the people side of projects. Team development, motivation, communication, leadership, and interpersonal skills are covered in depth. Participants work in teams to solve detailed problems and to evaluate their group interaction.

Participants determine their own problem solving style with a self-evaluation and learn how their style fits with those of others in their group - and in their organization. Additional workshops develop an increased understanding of group dynamics and project management principles. In this highly interactive program individuals have the opportunity to share their experiences and learn from those of others.



DAY 1

Project Management Method

- ✓ Unique features of a project
- ✓ The five basic functions of project management
- ✓ The role of the project manager
- ✓ The project managers' clients

Participation:

The Online Assessment Inventory for Project Management™

Participation:

An Action Plan for Improvement and Change

Effective Project Planning

- ✓ The five basic project planning elements
- ✓ Developing project objectives
- ✓ Developing a work breakdown structure (WBS)
- ✓ The project organization

Workshop:

Structuring

DAY 2

Organizing with Project Teams

- ✓ Organizational structures
- ✓ Managing by projects in project-based organizations
- ✓ Typical functions of project management and project engineering

Developing Realistic Schedules

- ✓ Differences in phasing and paralleling projects
- ✓ Using GANTT charts
- ✓ Guidelines for developing networks and schedules
- ✓ PERT and CPM network techniques
- ✓ Allocating and balancing resources
- ✓ Refining the schedule - crashing the critical path
- ✓ Establishing performance baselines and the budget
- ✓ The project execution plan

Workshop:

Scheduling the Project, Developing a Resource Plan and Making Trade-offs

DAY 3

Project Control Techniques

- ✓ Principles of project control
- ✓ Controlling quality, schedule and budget
- ✓ Earned value method and activity-based performance measurement method
- ✓ Types of reports
- ✓ Techniques for displaying project information to senior management

Workshop:

Controlling a Project

Project Risk Management

- ✓ What do we mean by "risk"?
- ✓ What is the process?
- ✓ Risk analysis approaches
- ✓ Project manager's role in risk assessment

DAY 4

The Project Management Method - the People Side

- ✓ Characteristics of project management - the people and the system
- ✓ Responsibilities, authority and networks of alliances
- ✓ How to deal with responsibility without authority
- ✓ Understanding power dynamics in teams
- ✓ Organizational relationships and the project team
- ✓ Influences of different national, corporate, and individual cultures and values

The Project Leader/Manager

- ✓ The basics of leadership
- ✓ A leadership model for continuous improvement

Creating and Building the Project Team

- ✓ Selecting an effective crossfunctional project team
- ✓ Team decision-making, delegation, and consensus
- ✓ Effect of culture on team performance

DAY 5

Interpersonal Skills

- ✓ Improving communications
- ✓ Project offices and control rooms
- ✓ Encouraging the participation and involvement of all team members
- ✓ Three types of project management review meetings
- ✓ Responding to conflict
- ✓ Techniques to motivate individual members of the team
- ✓ Dealing with difficult people

Leadership Skills

- ✓ Two dimensions of leadership and effective leadership styles
- ✓ Situational leadership concept
- ✓ Adapting your management style to the demands of particular situations

Workshop:

On Leadership styles

Workshop:

Project Situations



www.bmc-global.com
info@bmc-global.com