# THE ART OF PROJECT MANAGEMENT®

A comprehensive course on world-class project management methodologies, including both the tools & techniques and the critical people dimension of managing projects!

Hands-on — Interactive — Learner Focused — Immediately Applicable

## Overview

Project management is a competence that most organisations cannot do without.

Employees involved in projects need a clear understanding of fundamental principles and the most up-to-date project management methodologies, processes, tools & techniques and team skills for simple and complex projects to ensure that projects are planned, implemented and delivered on Time, within Budget and delivering the agreed levels of Scope and Quality.

The Art of Project Management® is a comprehensive three-day program that combines both the Tools & Techniques and the People Side of Project Management into one hands-on, interactive and fast-paced program.

## IN THE ART OF PROJECT MANAGEMENT®

### you will learn how to:

- Structure projects to set clear, measureable and realistic goals and identify clear milestones
- Use effective scheduling tools, enabling you to organise and implement single or parallel projects avoiding panic and slack time
- Use resources more efficiently by planning accurately the needs at each stage of the project
- Implement control systems which help you 'keep on top' of all projects and make faster, more effective decisions
- Create and build effective multi-functional and skilled project teams
- Adjust your management style to varied management situations
- Motivate and empower team members
- Develop effective communication across project teams and across the organisation

### Who Should Attend

**This seminar is designed to equip new and experienced project managers and their team members with the tools, techniques and people skills needed in projects.**

This seminar is for generic projects and suitable for people in a variety of functions who need to work together in cross functional teams to achieve their project goals. This programme can be tailored for specific functions like Marketing and Sales, IT, etc. as well as for a diverse range of industries like IT, Construction, Pharmaceuticals, Fast Moving Consumer Goods, Engineering? NGOs, and others.

## GBMC

*Improving Performance Through Project Management*

# PROGRAM OUTLINE

## The Project Manager »»
- Project management as a management method
- Nature of projects
- Green and Lean Project Management
- The Project Lifecycle
- Management functions, roles, responsibilities
- Effect of cultures and values
- Project and line management responsibilities
- Effective project management in organizations

## Exercise:
**Project Management Assessment Inventory**
Participants discover their strengths in essential project management practices and establish personal development goals.

## Planning »»
- Management tools
- The project Stakeholders
- Customer requirements and the value of verifiable objectives
- Task assignments and Statement of work (SOW)
- Work breakdown structure (WBS)
- Project organizational structures
- Project Scheduling
- Performance baseline and budgeting
- Establishing the project risk management process
- The project execution plan (PEP)

## Workshops I and II:
**Structuring, organising and Scheduling a project**
Participants organise and structure a project. The strengths and weaknesses are evaluated the based on seminar learning points.

## Organization and Staffing »»
- Matrix and semi matrix management
- International trends in organizations
- Effects of culture on effectiveness
- Project offices, co-located teams

## Directing and Leading »»
- Project leadership
- Project team building
- Effect and impact of different management styles
- Phases of team problem solving styles
- Team and client communications
- Motivating project team members

## Workshop III:
**Assess your personal problem solving style**
Participants will determine their personal problem solving styles and learn techniques to build on their strengths and capitalize on strengths of others.

## Workshop IV:
**Project Planning Situation**
Grouped in teams according to their respective management styles, participants solve a project management planning situation.

## Controlling and Reporting »»
- Managing the project Risks
- Controlling quality, schedules, and budgets
- Control of a system of people
- Earned Value Management Techniques
- Project Reports, keeping the customer and management informed.

## Workshop V:
**Project Control and Reporting**
Participants practice project control and develop appropriate reporting

## Course Summary and Personal Action Plans »»

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### 100%
## Tailored On-site Programs
Working with your organisation, BMC can customize classroom training based on your company's existing system and procedures; incorporating project management policies, guidelines, documentation, historical files and lessons learned. Furthermore, case studies can be created from this body of information as needed.

### Maximize
## the Impact of Training
Include in the training multiple levels of your organization from team leaders to the managers of project managers and senior management for optimal organisational performance.

**BMC is a PMI Global Education Provider (R.E.P.)**
**This course awards 24 PDUs**

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**GLOBAL BUSINESS MANAGEMENT CONSULTANTS**
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