

ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

15 - 16 FEBRUARY 2010 24 - 25 NOVEMBER 2010

PRINCIPLES OF PROJECT MANAGEMENT

TOOLS & TECHNIQUES



**Learn about best practices
in project management
from experienced project
managers**



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EFFECTIVENESS

On average, one in three projects fails totally, and one in three misses its deadlines and budget targets. Wary of this, senior management are now demanding the development of project management competences in every department within an organisation – including HR, Marketing, R&D and Communications – as well as for the technical functions.

Project management was until recently considered the exclusive domain of IT and engineering functions; however the good practices of project management are applicable to a diverse range of industries such as Legal, Public Relations, Congresses and Exhibitions, Fast Moving Consumer Groups (FMCG), Pharmaceuticals and Healthcare.

Being practical and avoiding administration costs is the key for successful project management. This course will give you useful tools you can use the moment you go back to your working environment.

PARTICIPANTS IN THIS PROGRAMME WILL:

- Learn about practical and best practice tools
- Learn how to plan and control your projects
- Learn how project management tools create behaviours in organisations and improve communications
- Hear from expert faculty on what works; tips and tricks
- Practice the concepts covered in interactive workshops

ACTION LEARNING – WORK ON YOUR OWN BUSINESS ISSUES

You may come to the programme with a project that you are already working on and use it to practice the concepts covered. Otherwise we will provide you with cases to work on. On completion of this programme you will be equipped with the knowhow, practical skills and best practice tools which you can transfer back to your organisation.

Meet our faculty

ANTHONY EVE - PMP MAPM AND P2 PRACTITIONER

Tony is Senior Partner and Group Director for BMC's Centres of Excellences. He is an experienced consultant and implementer of change with proven ability within a variety of industries demonstrated by the achievement of quality project work to budget and within timescale. Mr. Eve specialises in the design and implementation of project/ programme management systems. His particular strength is in the people-development areas of this discipline as well as management of complex change programmes. His professional 20 year career began in engineering, including the management of a small family business, before furthering his experience in production engineering, project management, change management, and the development of management systems.



AND BEYOND

WHO SHOULD ATTEND?

Anyone directly or indirectly involved in projects and who wants to know good practices.

HOW DOES THIS PROGRAMME DIFFER FROM STANDARDS AND METHODOLOGIES?

There many standards and methodologies in project management such as Project Management Body of Knowledge (PMBOK®) of the Project Management Institute, PRINCE2 supported by the UK government, methodologies issued by the National Associations of Project Managers and also new ISO standards to be issued in 2010.

This course is different. It is based on what works in practice. Theories are limited to what is necessary for a project manager and his or her team to do their job efficiently. The course will provide participants with tools that are logical and easy to use. Instructors have more than 25 years of experience in managing projects from a variety of sectors and will guide participants into using the best practices of project management and reap its benefits.

The programme teaches participants to avoid administrative bottlenecks that prevent the efficient implementation of project management techniques.

GEORGE MERGUERIAN BE, MBA PMP

George is Senior and Managing Partner and Managing Director for BMC's European Division. Throughout his 29-year career, George held senior technical/engineering, line management, marketing, and management development positions for a variety of multi-national organisations in Europe, Asia and the Middle-East. George has lead projects in engineering, petrochemicals, automotive, FMCG, governmental and health sectors around the world. Some of these projects included the participation of major consultancies like AT Kearney, and Deloitte & Touche. George has expert knowledge in quality, technology management and organisation development, and developed these practices at the Management Centre Europe (MCE) in Brussels. George is a member of the Project Management Institute and a Board Member of the Society of European Engineers and Industrialists (SEII).



Day one

Morning

- The Project Management Method
- Developments in project management
 - Unique features of a project
 - Keys to successful projects
 - Five basic functions of project management
 - Role of the project manager and his authority

Afternoon **Workshop I – Defining the Project Objectives, Constraints, Assumptions and Identifying Stakeholders**

- Project Planning (Continued)
- Developing control of Work Breakdown Structures (WBS)
 - Project organisation, “accountability”

Workshop II – Planning

Developing the Work Breakdown Structure and organisation of a real project

- Project Planning
- Developing realistic schedules – communications
 - Differences in phasing and paralleling
 - The GANTT Chart

Day two

Morning

- Project Planning (Continued)
- Network Diagrams, CPM & PERT network Techniques
 - Use of GANTT charts in management reports
 - Estimating time

Budgeting

- The project budget
- Allocating and balancing resources
- Establishing performance baselines & budgets, “control”

Workshop III on Planning

Continuing from Workshop I, developing the network diagram, schedule and budget of a real project

Afternoon Risk Management

Workshop IV on Risk Management

- Project Control Techniques
- Principles of progress monitoring
 - Controlling quality, schedules and budget.
 - Activity-based performance measurement, earned value
 - Types of reports & displaying progress

Workshop V on Control

Forecasting completion time and level of effort.

Participants, working in groups, will use the techniques learned and predict the extended time of completion and level of effort for a task given typical performance information.

Reporting and Closing the Project

- Types of Reports
- Administrative and Contractual Closure

Personal Action Plans

LIFELONG LEARNING FOR REAL WORLD IMPACT

ROTTERDAM SCHOOL OF MANAGEMENT, ERASMUS UNIVERSITY

With more than 35 years of experience in business and management education, Rotterdam School of Management, Erasmus University is one of Europe's top business schools and one of the leading providers of Executive Education in the Netherlands. Our programmes focus on real-world challenges. Both young talent and senior managers find their thinking challenged and stimulated, enabling them to gain new perspectives and capabilities, cutting-edge business acumen and academic insights to drive their organisation towards better performance and results.

We are proud to claim:

- A consistent ranking among the top 10 business schools in Europe
- The education of over 2,500 executives per year
- Our place among the 1% of schools worldwide with triple accreditation (AACSB, AMBA, and EQUIS)
- One of the most international student bodies in the world
- A network of top faculty, experts and coaches



RSM Open Enrolment Programmes expose you to:

- State of the art knowledge from a top business school
- Interactive sessions where your individual needs and business issues are in the lead
- Expert coaching by world renowned faculty
- Professional networking opportunities with your peers

FOR MORE INFORMATION, PLEASE CONTACT:

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