



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. In addition, BMC will include additional/increased time spent on PM principles of immediate concern to top management. For example, a module can be added which demonstrates Microsoft Project software. It is BMC's international corporate policy to customize the program to your specifications at no additional consulting cost to your organization.

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 in which participants work in teams which focus on designing a variety of Work Breakdown Structures and Gantt Charts for different project situations and conditions.

Participants evaluate their current Project Management skills with BMC's unique Assessment Inventory of Project Management - and can return to

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

- Project Manager, Bayer

their organization for a complete 360 degree evaluation by their team, immediate supervisors, and project managers.

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. Individuals also have the opportunity to share experiences and learn from those of others in this highly interactive program.



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 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 cross-functional project team
- Team decision-making, delegation, and consensus
- Effect of culture on team performance
- Effect of problem-solving style and management style on team performance and creativity
- Conflicts between project team members, functional managers, and project managers
- Improving the project manager/senior management interface

Workshop: *A Project Planning Situation*

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
- Adapting your management style to the demands of particular situations

Workshop: *Determine the Most Appropriate Leadership Style*

Workshop: *Project Situations*



Business Management Consultants

www.bmc-online.com

email: info@bmc-online.com