



BUSINESS MANAGEMENT CONSULTANTS

Improving Performance Through Project Management

Fundamentals of Project Management - Tools & Techniques

Tools and techniques that dramatically improve business performance and results

Introduction

The competitive global marketplace and business gives a decided advantage to those organisations and managers that manage projects efficiently and effectively. Projects involving personnel in a variety of roles are often critical to the success of the whole organisation.

Pressures to accelerate quality products and services to market, improve design features, apply new technology and reduce costs require managers to contribute to both what needs to be done, as well as how to get it done effectively.

Managers must acquire new skills and competencies beyond their functional roles to achieve high quality project results, on time and on budget. This program provides the opportunity for participants to get an intensive learning experience to develop the essential knowledge and skills of state-of-the-art project management.

Benefits

- Learn about project management tools and techniques to plan and structure technology projects
- How to use resources more efficiently by planning accurately
- Develop skills and approaches to control the implementation and delivery of project work within time, budget, risk framework and constraints
- Understand the importance of balancing tools and techniques with people management skills

Who Should Attend

This course is particularly designed to meet the needs of all managers who wish to use and apply a holistic and practical project management methodology to their projects.

The programme is not designed with a specific industry in mind. The seminar examples are drawn from broad spectrum of industries and the methodology has been successfully utilised in diverse industries: IT, banking and financial services, chemical, consulting, construction, engineering and other industries.

Specialists working abroad and individuals participating in funded projects will profit equally from these new skills

Certified Programmes

Participation on this programme will provide each participant with 16 Project Development Units (PDUs) that can be used as part of the requirements to attain the Project Management Professional (PMP®) title of the Project Management Institute (PMI)®



***BMC is a Global PMI Registered Provider of Project Management Education**

Improving Performance Through Project Management

Atlanta | Brussels | Bristol (UK) | Frankfurt | Houston | HongKong | Istanbul | Milan | Ottawa | Phoenix | Riyadh | Shanghai | Singapore | Washington DC |

www.BMC-Online.com



Programme Synopsis

The Project Management Method

- Characteristics of the Project Management Method
- The people and the system
- Organisational trends toward management by projects
- Authority of project managers
- Characteristics of effective project managers
- What is a project?

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

How to create effective planning behaviours (Part I)

The five basic planning behaviours

- The business benefits of the project
- Developing goals and objectives – agreements with stakeholders
- Work Breakdown Structures (WBS) – controlling the project
- Project organisation and linear responsibility charts – creating accountability

Workshop I: Structuring and organising a project: Participants will organise and structure a project. They evaluate the strengths and weaknesses of their approaches based on the information learnt during the seminar.

How to create effective planning behaviours (Part II)

- How to schedule a project using GANTT, CPM and PERT – communications
- Project resource planning and control
- Budgeting and the project baseline – control
- The Project Execution Plan, management's tool to create planning behaviours.

Workshop II: Developing the project schedule and performance baselines: Using the output of Workshop I, participants will develop project schedules, budget and establish the performance baseline.

Project Risk Management

- What is project risk?
- The project risk management Plan
- Identifying and analysing project risk
- Project risk mitigation plans
- Project Risk monitoring



BUSINESS MANAGEMENT CONSULTANTS

Improving Performance Through Project Management

Project Control and Reporting

- How to establish project controls and management reports
- Project control through ownership, team participation, performance measurement and coaching.
- Organisational requirements for project control
- Activity based techniques for measuring performance, earned value method
- Design of control and management reports
- Team and client communications
- Keeping the customer informed

Workshop III: Participants will develop standard control and project reporting approaches that are value-added and easy to introduce and maintain

Summary and Personal Action Plans

About Business Management Consultants (BMC)

Founded in 1985, Business Management Consultants is a leading project management services provider with global presence. Our training and consulting activities span across 50 countries and delivered in 14 languages in Asia, Europe, Middle East, Africa, and the Americas covering a diverse range of industries – Aerospace, Government, Education, Utilities, Electronics and many others. Large and small public and private organisations have used BMC services like Airbus, Apple, Bristol Myers Squibb, Coca Cola, CSM, the European Commission, FMC, Generali, International Diabetes Federation, Leica Geosystems, Microsoft, NASA, OCE, Park Aerospace, QAD, Sony, Wärtsilä, Yahoo to name a few.

BMC works with top management at leading organizations in tackling their most difficult and unique organizational challenges. BMC's consultants then design and implement appropriate services to address the specific needs of an organization. The services are varied and can be a basic training in project management tools and techniques to a complex intervention that structures and implements a project management system in an organisation. Our clients value our services because they are tailored, practical, and produce measurable benefits.

BMC is a Globally Registered Project Management Institute (PMI®) Provider and its courses carry Professional Development Units (PDU's) for continuing Project Management Professional (PMP®) certification by PMI®.

Specific areas of BMC expertise include:

- Development and implementation of corporate strategies
- Leadership development, Team Building and coaching
- Auditing project management processes and projects
- Development and implementation of project management methodologies
- Development and establishment of project management offices
- Providing project managers for direct project support

Contacting us

info@bmc-online.com

Telephone (Belgium): +32 (0)2 654 0075

Improving Performance Through Project Management

Atlanta | Brussels | Bristol (UK) | Frankfurt | Houston | HongKong | Istanbul | Milan | Ottawa | Phoenix | Riyadh | Shanghai | Singapore | Washington DC |

www.BMC-Online.com