



Beyond Consulting

partnership in special projects

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PROJECT MANAGEMENT

business theory and practice

training

Project management is the area of competence that poses decisive importance in the context of building the internal efficiency of the company's operation. Practical mastery of this field is the basic condition for rationalizing operating costs and building a sustainable competitive advantage on the market. It is also the basis for the effective implementation of strategic development plans.

The offered training program provides methodical knowledge and skills in the field of project management. It presents interesting lectures, carefully prepared teaching materials and workshops that allow you to master the tools appropriate for this field of management. It is distinguished by a practical approach to project management based on the two most popular methodologies - PMI-BOK and Prince2.

In addition to standard issues in the field of project preparation and implementation, it pays particular attention to the issue of assessing the project's business justification. It presents formulas for calculating the profitability of new products, the investment repayment period and estimating its profitability, taking into account changes in the value of money over time.

The program may be useful especially for those companies that are interested in implementing a functional project management model. It will also be very useful for managers who introduce new products to the market or plan to expand into new business segments.

Objectives and addressees of the training

Providing practical skills in the field of organizing, planning, implementing and closing a project, allowing to minimize project failures, in particular:

- Presenting the project as a tool for implementing strategic action plans,
- Presenting the key elements of the popular Prince2 and PMI-BOK methodologies,
- Detailed presentation of project management processes and sub-processes,
- Providing practical skills in the field of:
 - organizing the project and the project team,
 - calculating the profitability of the project,
 - product-based planning,
 - project budgeting,
 - project risk management,
 - project quality management,
 - analysis of project stakeholders and the project's relationship with the environment,
 - project communication,
 - keeping project documentation.
- Presentation of the tasks, organization and tools of the project office,
- Discussion of the main causes of project failures.

Training program

Form of training	Duration	Working methods	Tongue
Open or closed	2 days (16 hours) or 3 days (with workshop)	Lectures and workshops	Polish or English

Lectures

Introductory issues

- Project in the structure of strategic management of the company
- An outline of the history of project management
- The concept of project and project management
- Basic dimensions and project features
- Project life cycle vs. product lifetime
- The main elements of the PMI-BOK and Prince2 methodology

Organizing the project

- Main levels of project management
- Project tolerances
- Organizational structures in the project
- Organizing the project team
- Roles and tasks of project team members
- Project manager - tasks and personality
- Seven deadly sins in project management

Project planning

- Project management process model
- Processes and sub-processes in the project according to the Prince2 methodology
- Project preparation stage
- Project initiation stage
- Project products

- Product-based planning
- Task groups and work packages
- Product succession diagram
- Network Diagram (PERT)
- Critical Path Calculation (CPM)
- Scheduling project tasks (Gantt)
- Resource allocation in the project
- Principles of project budgeting
- Business justification for the project
- Profit and loss analysis of new product implementation
- Profitability ratios of the company's operating activities
- Investment repayment period
- Profitability of the project; taking into account the loss of value of money over time (NPV)
- Project risk management

Implementation of the project

- Strategic project management
- Controlling project implementation stages
- The stage of manufacturing project products
- Assigning tasks and receiving tasks
- Managing the scope of the implementation stage
- Quality management in the project
- Computer programs for project management

Closing the project

- Preparation of the project for closing
- Communication plan and reporting in the project
- Identifying follow-up actions
- Project evaluation review

Project documentation

- Standard management documentation
- Structure of key management documents
- Organizing and archiving documentation
- Supervision and support for the project
- Project Management Office (PMO)

Workshops

- Classifying projects

Division of projects into basic categories: groundbreaking, infrastructural, evolutionary projects and customer support projects.

- Analysis of the profitability of introducing a new product to the market

Preparation of assumptions for introducing a new product to the market; market segmentation; demand assessment; pricing strategy; assessment of the business case based on a 12-month simulation of the profit and loss account.

- Business justification for the project

Calculation of the investment repayment period (ROI); assessment of the project's business case based on the discounted return on investment (NPV).

- Calculation of project implementation times

Establishment of task groups and network diagram (PERT); single time estimation (CPM) critical path calculation; critical path calculation with triple time estimation.

- Planning an economic conference

Determining the form of project implementation; organizing a project team; identifying project product groups; establishing a network diagram (PERT); critical path counting (CPM); preparation of task schedule (Gantt Chart); development of a responsibility matrix; preparation of the risk register; preparation of a communication plan.

Optional – third workshop day

- Development of a business plan for a new business

Selection of the area of new activity; identifying market segments and products; choosing location; assessment of the capital needed, human and organizational resources; setting a task list; organizing a project team; developing a business case; developing a schedule and other elements of project management needed to launch a new business activity.

Benefits for participants

The benefits that the participants receive from the training are the acquisition of the ability to organize and efficiently run complex projects. These are in particular:

- Professional planning and project management skills,
- Achieving better results in less time,
- Optimized use of project resources,
- Realistic calculations of the project's financial parameters,
- Ability to prioritize the implementation of project tasks,
- Proper budgeting of the project and its implementation,
- Efficient internal communication in projects,
- Correct documentation of projects and their reporting.

