Project Professional MBA

INTRODUCTION

- The Project Professional MBA is an intensive 10-day training course designed to sharpen your management skills focusing on current best practices in project management. Delegates will cover management principles and the project life cycle.

  In this training course you will learn how to:

- Establish and accomplish goals that are linked directly to stakeholder needs
- Manage and motivate people more effectively
- Understand and effectively utilize strategic planning techniques
- Use the Baldrige performance criteria as a standard of excellence and benchmark for your organisation
- Create and harness the power of high performance teams
- Align project objectives to your organization's strategic objectives
- Utilize tried and proven project management tools to get the job done on time, within budget and in accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

PROGRAMME OBJECTIVES

- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques for strategic planning and execution
- Develop negotiation skills
- Examine the application of management best practices and improve management and leadership skills
- Analyse the Baldrige award criteria for excellence
- Gather and define correctly the client's requirements
- Establish project goals and objectives that are directly linked to project stakeholders' needs and expectation
- Establish the project scope using proven techniques
- Develop and use the project work breakdown structure for planning, scheduling and control purposes
- Develop realistic and measurable objectives to ensure positive result
- Effectively assign roles and responsibilities to the project team members
- Estimate project time and costs using proven techniques and the latest methods available
- Establish an effective and efficient earned-value project control system for monitoring and controlling project progress
- Monitor project progress and performance using critical success factors and key performance indicators

- Use a practical and effective, step-by-step process to manage project risks
- Identify threats and opportunities to your project, weigh their relative values in order to effectively develop, establish and implement response plans

WHO SHOULD ATTEND?

Professionals interested in furthering their management and project management skills would benefit from this training session. It will also be beneficial to:

- Technical Professionals and Engineers
- Members of process improvement teams
- Administrators responsible for managing projects
- Business Planners, Program Managers, Project Managers

TRAINING METHODOLOGY

- Participants will learn by active engagement during this training course through the use of training course materials, exercises, videos and group discussions on "real life" issues. Project management knowledge, skills, tools and techniques are taught through case studies, experiential exercises and practical examples that can be used immediately to improve your project results.

PROGRAMME SUMMARY

- This 10-day Project Professional MBA training course is created in response to the needs of the modern owner and contractor and the main goal is to provide participants with an intensive concentration on the critical aspects of project management. You will be loaded with advanced management skills with project topics demonstrating how to integrate both the "hard" skills and the "soft" skills needed by project managers to plan and control projects. The "hard" skills are the technical "mechanics" of managing a project, while the "soft" skills deal with the human issues, and ultimately, it is people who deliver results on projects.
- The goal of this training course is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

PROGRAM OUTLINE

People Management

- The importance of sociotechnical management
- Organizational values and visionary leadership
- Introduction to the Malcolm Baldrige quality award-standard of excellence
- Organizational and personal learning

- Employee training, well-being, satisfaction and commitment
- Enhancing your coaching skills

Leading Teams

- Work teams and project management
- Understanding team member styles
- Managing conflict in a productive manner
- Creating a virtual team
- Evaluating team effectiveness

Strategic Management

- Management by fact and vision
- The strategy development process
- Strategic planning and implementation
- SWOT analysis and performance improvement techniques
- Integrating the value chain for enhanced performance
- Examples of strategic success and failure

Negotiating for Results

- Gaining insight into the negotiating process
- Characteristics of an effective negotiator
- Developing negotiating strategies
- Employing persuasive negotiation techniques
- Achieving the benefits of effective negotiating
- Negotiation exercises

Operational Excellence

- The Malcolm Baldrige quality award-standard of excellence practice
- Matching organizational strategies with operational results
- Achieving competitive advantage through operational excellence
- Business models and business process re-engineering
- Public responsibility, citizenship and value creation
- Lessons from the best performing companies and Benchmarking your operation against the best

Foundations of Project Management

- The Nature of Projects and Project Management
- Project / Program and Portfolio Management
- From Strategic Planning to Project Management
- Management Criteria vs. Engineering Criteria
- The Project Life Cycle
- Managing the Triple Constraints
- Managing Project Risks

- Managing Stakeholders
- The Project Manager's Responsibilities and the Role of Senior Management
- Steps in Managing a Project
- The "Hard" Skills of Managing a Project
- The "Soft" Skills of Managing a Project
- Project Management Maturity Level
- Typical Project Organization Structure
- The Project Management Office (PMO) Concept
- Basic Contract Types in Managing Projects
- The Generic Planning and Control Cycle in Project Management

Project Initiating, Planning and Scheduling

- The Project Charter
- Stakeholder Identification
- The Imperative of Planning
- Planning Definition
- Project Planning Overview
- The Project Plan
- Developing the Mission, Vision, Goals and Objectives of the Project
- Basic Project Planning Steps
- Identifying Success Criteria
- Developing the Requirements
- Scope Definition
- Procurement Planning: "Make or Buy" Decision
- Defining the Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Defining and Sequencing Project Activities
- Estimating Activity Resources and Durations
- Staffing Management Plan
- Scheduling the Project Work
- Estimating Costs and Determining Budgets
- The Performance Measurement Baselines (PMB)
- Communication Planning
- Quality Planning

Risk Management Planning & Control

- Risk Management Overview
- Definitions of Certainty, Risk and Uncertainty
- Definition of Project Risks
- Definition of Risk Management
- The Primary Aspects of Risk Management
- Risk Management Planning Process
- Risk Identification
- Risk Assessment and Prioritization

- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Issue Filtering
- Risk Avoidance Plans
- Risk Contingency Plans
- Risk Tracking and Reporting Approach
- Risk Management Organization and Responsibilities
- Risk Management Plan Documentation and Risk Database Preparation
- The Output of Risk Management Planning
- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews
- Risk Activities Effectiveness Evaluation
- Risk Management Plan Updates
- Flow of Risk Management Planning and Control Responsibilities
- Risk Management Process Flow

Project Execution, Monitoring & Control

- Directing and Managing Project Execution
- Monitoring Work Performance Information
- Managing the Project Team
- Managing Stakeholder Expectation
- Project Deliverables Tracking
- Project Control Definition
- The Objectives of Project Control
- Project Control Approach
- The Earned Value Management (EVM) Concept: An Integrated Project Control Approach
- Integrated Change Control
- Quality Assurance and Quality Control (QA/QC)
- Communication and Documentation Control
- Procurement Administration

Project Closure

- Effective Project Closure
- Project Closure Objectives
- Project Closure Plan
- Administrative Closure
- Contract Closure
- Project Closure and Contract Closure Interaction
- Lesson Learned
- Post-Project Evaluation
- Success Celebration