

TRAINING BROCHURE

Project management

Project management

Introduction

It is about providing the best conditions for projects to deliver with the right quality, on time, and within the estimated budget. For example, it may involve developing a new product, implementing an internal change program, or introducing a new IT system. All such tasks can be completed more efficiently if a good project management methodology is used. Professional project management is the key to success.

This introductory three-day course offers a comprehensive overview of the topic of project management. The course focuses on tools, approaches, and roles. The topics covered is relevant to projects in all types of organizations.

For whom?

The course is intended both for those who are new to project management and those who work as project managers but want to update their skills. It is also suitable for project staff who need to understand the project lifecycle and key project management practices.

Previous project management knowledge is not necessary. All terminology and models used in the course are explained in a simple and pedagogical way. For those who are already very familiar with project management methods, we instead recommend our Project Management Certification – PMP®, course, which prepares for PMP®

The purpose of the course

The aim is to give participants a good insight into the tools, working methods, and roles that can be used in effective project management.

Upon completion of the course, participants will be able to:

- Understand how a project organization is structured.
- Define and set project objectives.
- Create realistic project plans that describe activities, dependencies, resources, and timescales.
- Manage towards objectives
- Understand how high-performing project teams are created.
- Understand how risks should be managed.
- Follow up and communicate progress compared with the project plan.
- Close and document projects correctly.



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Contents

An introduction to project management

- What a project is.
- The characteristics of a project.
- The need for project management.
- The roles in project management.
- Different ways of defining project management.

Project life cycle and project models

- How the project life cycle is structured.
- The need for different stages.
- The difference between generic and specific life cycles.
- The difference between a project life cycle and project management processes.
- Examples of various project models.
- A project maturity model for the project management process.

The start of the project

- The content of the project directive and its stakeholders.
- How to analyze project ideas and select which projects the organization should implement.
- The continuous review of feasibility that takes place during the project.
- The importance of taking a wider organizational perspective when evaluating project benefits, for example by looking at the life cycle of the product or service.
- Workshop.
- Group exercise.

Project organization

- The project organization.
- The key roles and their responsibilities in the project.
- The support functions that the project manager has to his/her disposal.
- The other project stakeholders.
- The need for communication with project stakeholders.

Successful projects

- The areas in which the project's success is assessed.
- How to set good project objectives.
- Why some projects fail.
- Group exercise.

Project scope

- The purpose of a project scope.
- Different methods of structuring and breaking down the project into smaller, more manageable elements.
- Setting up a responsibility matrix.
- Workshop: Group exercise.

Time planning

- How to create a network plan and visualize the logical relationships of the project activities.
- How to estimate the duration of a project activity.
- How to analyze the critical path and assess the earliest completion date of the project and the flexibility of activities.
- The use of milestones and Gantt charts.
- Workshop: Group exercise.

Resource management

- How resources are managed during a project.
- How project resource requirements are calculated and how a resource histogram is produced.
- How to do resource planning for a project.
- The acquisition and disposal of resources.
- Workshop: Group exercise
- The different phases a group of individuals go through on their way to becoming a high-performance team.
- How the project manager can guide the team through the different phases.
- The importance of assembling a team with different personalities.
- Workshop: Group exercise.

Risk management

- The need for risk management and demonstration of a risk management process.
- Different tools and methods to analyze risk.
- Different approaches to analyze risk.
- Risk response plans.
- The principles of risk monitoring and risk management.
- Workshop: Group exercise.

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Group dynamics and teamwork

- How a project manager can guide the group towards the desired characteristics.
- PPL – Project Psychological Life Cycle.
- Group roles – Adizes and Belbin.

Monitoring and control

- Areas to monitor and the basic principles of governance.
- The need to set up a base for situation analysis in the project plan.
- Tools and methods for effective reporting.
- Workshop: Group exercise.

Handover and closure

- Why poor handover and closure is so common in projects.
- The need to have a structured closure.
- The problems associated with premature termination of projects.
- Roles and responsibilities for handover and closure.
- Workshop: Group exercise.

Day 3

08.00-17.00

- Risk management.
- *Coffee*
- Risk management, cont.
- Monitoring & governance.
- *Lunch*
- Monitoring & control, cont.
- Handover and closure.
- *Coffee*
- Handover and closure, cont.
- Quiz.
- Closing – questions.
- Discussion.

Program

Day 1

09.00-18.00

- Introduction.
- An introduction to project management.
- *Coffee*
- Project life cycle and project models.
- *Lunch*
- Project life cycle, cont.
- Starting a project.
- Successful projects.
- Project organization.
- Closure

Day 2

08.00-17.00

- Project scope.
- *Coffee*
- Project scope, cont.
- Time planning.
- *Lunch*
- Time planning, cont.
- Resource management.
- *Coffee*
- Resource management, cont.
- Teamwork.
- Closure.

Project management

Workshop

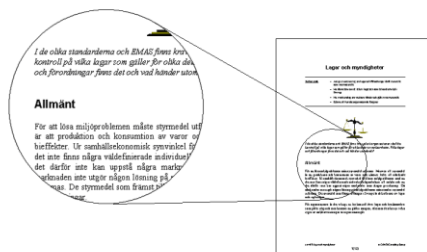
The theory sections of the course are mixed with several different workshops. These workshops are carried out in groups under the supervision of the lecturers.

Course certificate

A certificate of attendance will be issued for participation on all days of the course.

Course material

The course material consists of a binder in which the different lectures are documented in detail. It is detailed enough to be used as a reference in daily work.



Our goal is to always offer the best training material on the market.

The lecturers

The course is given by lecturers with good pedagogical skills and expertise in project management. All lecturers have extensive experience in project management work and contribute with examples from real situations.

Course fee

The price per participant is specified in the training calendar. The price includes full course documentation, lunch, plus morning & afternoon coffee.

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Our training methodology

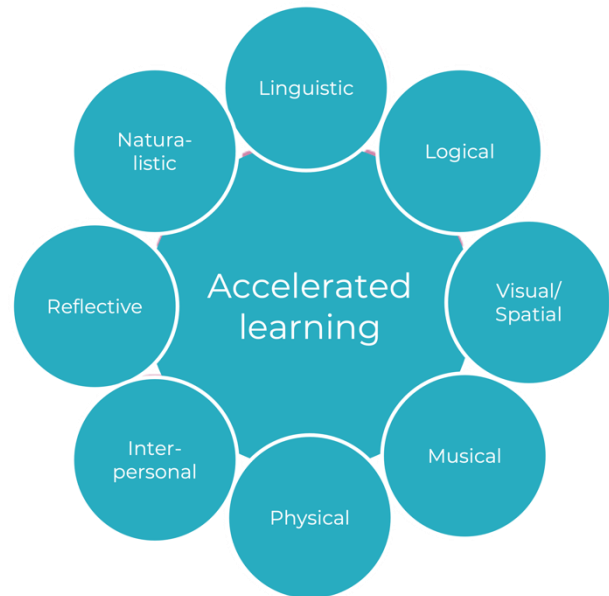
We run both open and in-house training courses. Knowledge is the basis for fact-based decisions and a prerequisite for engaging management and staff. Knowledge is part of our approach to changing behavior. Simply providing information is seldom enough to make people act differently.



The staircase model for information transfer and processing of values and attitudes

We complement the information with methods to address the values and attitudes of the participants. Through well-thought-out workshops, we go through all stages of the learning process. In in-house training, we often use the staircase model (see picture above) with training in the company's own operations and follow-up.

To further customize the training, company visits and consultations with our experienced consultants often precede in-house training. Part of our strength is that we can offer a complete solution for each company's training needs, from operator level to senior management. Our training courses are based on best practices from practical work in companies, where the lecturer provides many real-life examples. This is combined with a theoretical foundation.



The Accelerated Learning methodology, which involves stimulating learning with all the senses, is widely applied. The training group should consist of a maximum of 20 people, which gives the lecturer the opportunity to activate all participants in discussions. By alternating theory with activities and workshops, participants are given the opportunity to apply what they learned, which facilitates learning.

Contact us for more information:

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CANEA – lasting success

There are three key factors for a successful change process: Competence to create and drive the change. IT systems that control and support it properly. And relevant know-how among your employees to maintain it over time. We are unique in bringing these three factors together in an integrated offering. This is a key reason why we have been able to deliver great results to hundreds of customers over the past 20 years.



CANEA Management – making your organization better

Our experience from numerous assignments shows that there are valuable opportunities for improvement in every organization. To meet increasingly stringent requirements, it is important to develop your own operations.

We have extensive experience with what works. This is gathered in our own method library, which forms the core of our knowledge and experience management. Based on each client's situation, an adaptation is made so that both the whole and the details work.

Our consultants understand both the whole and the details of an organization's environment, function, and management. Additionally, they have well-developed analytical mindsets and the ability to motivate. Teaching skills are also a given since we place great emphasis on knowledge transfer.

CANEA ONE – an integrated software suite

CANEA ONE is a comprehensive software suite for effective business management. The system enables control, implementation, monitoring and improvement of the business thanks to a fully integrated management of strategies, projects, processes, cases and documents.



CANEA Document

A document management system that creates order. Ideally managing an integrated management system.



CANEA Workflow

A case management system that allows you to design, deploy and monitor all types of workflows in a single solution.



CANEA Project

A comprehensive and easy-to-use project, portfolio, and resource management system supporting all aspects of project activities.



CANEA Process

An effective solution for modeling, communicating, collaborating, and improving business processes.



CANEA Strategy

Enables strategy activation through smart features such as goal decomposition, communication, and visualization.

