

Making Training an enjoyable experience



The implementation of projects is an integral part of businesses today, regardless of their size. Recent researches have shown that 50% of the staff members in a business take part in project management. Today's business environment **demands** the maximum efficiency of project implementation which requires a

professional approach to project management.

Project Management using the Prince Methodology

Code: PRINCEA14N1

Dates & Times: 30/06-14/07/2014

In detail

30/06 Monday, 01/07 Tuesday, 07/07Monday, 08/07

Tuesday, 14/07 Monday 8.15-16:15

Duration: 35 hours

Venue: EdITC/MMC Conference Centre, 16 Imvrou Street, 1055 Nicosia

Language of Course Delivery: English

Training Material Language: English

Objectives:

Upon completion the participants will be able to:

- Understand what exactly we mean by the term
 "Project Management: and the need for a structured and systematic way of managing projects
- ♦ To put in place the basic steps for managing a project regardless of its duration and its complexity
- ♦ To set the parameters and characteristic of each project in order to act in a certain way

- To undertake projects as managers by realizing their exact role and the skills and competences they need to acquire as project managers
- ♦ Implement the project design and take decisions in order to lead and manage the projects efficiently and effectively
- Produce useful date for the control of the cost and the quality of the management
- ♦ To use techniques of effective communication as it is imperative for the coordination of the human resources
- Manage time in order to deliver successful projects on time by setting the right priorities
- To oractice the above by using real examples from their work and by the use of a project management tool (MS Project)

Recommendations:

Some previous experience in managing projects is recommended

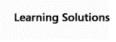
Participants Profile:

The course targets project managers and people from the management team that deal with managing projects

Τα προγράμματα εγκρίθηκαν από την ΑνΑΔ. Οι επιχειρήσεις που συμμετέχουν με εργοδοτούμενούς τους, οι οποίοι ικανοποιούν τα κριτήρια της ΑνΑΔ, θα τύχουν της σχετικής επιχορήγησης.













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Analytical Outline

Introduction to PRINCE2 themes

- o What are the themes?
- o Applying the themes
- o Format of the themes

Business Case

- o Purpose
- o Business Case defined
- o The PRINCE2 approach to the
- o Business Case
- o Responsibilities

Organization

- o Purpose
- o Organization defined
- o The PRINCE2 approach to organization
- o Responsibilities

Quality

- o Purpose
- o Quality defined
- o The PRINCE2 approach to quality
- o Responsibilities

Plans

- o Purpose
- o Plans defined
- o The PRINCE2 approach to plans
- o Responsibilities
- o Exercise with the use of MS Project

Risk

- o Purpose
- o Risk defined
- o The PRINCE2 approach to risk
- o Responsibilities

Change

- o Purpose
- o Change defined
- o The PRINCE2 approach to change
- o Responsibilities
- o Exercises with the use of MS Project

Progress

- o Purpose
- o Progress defined
- o The PRINCE2 approach to progress
- o Responsibilities

Introduction to processes

- o The PRINCE2 processes
- o The PRINCE2 journey
- o The PRINCE2 process model
- o Structure of the process chapters

Starting up a Project

- o Purpose
- o Objective
- o Context
- o Activities
- o Introduction to MS Project
- o Exercise wirh the use of MS Project











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Directing a Project

- o Purpose
- o Objective
- o Context
- o Activities

Initiating a Project

- o Purpose
- o Objective
- o Context
- o Activities
- o Lab: MS Project Task Entry

Controlling a Stage

- o Purpose
- o Objective
- o Context
- o Activities
- o Lab: MS Project Relationships

Managing Product Delivery

- o Purpose
- o Objective
- o Context
- o Activities
- o Lab: MS Project Resources

Managing a Stage Boundary

- o Purpose
- o Objective
- o Context
- o Activities
- o Activities

Closing a Project

- o Purpose
- o Objective
- o Context

Tailoring PRINCE2 to the project environment

- o What is tailoring?
- o General approach to tailoring
- o Examples of tailoring PRINCE2
- o Projects in a programme environment
- o Project scale
- o Commercial customer/supplier environment
- o Multi-organization projects
- o Project type
- o Sector differences
- Project management Bodies of Knowledge

Case Study

In the case study we will study the project management of a project. The project will be relevant to the Projects that participants will manage in their work environment.

The case study involves

- Breaking down the project into phases (earth works, structure, walls, plastering, floor and ceiling finishes etc.)
- Breaking down the main tasks (frame) into smaller and detailed tasks
- Linking the tasks using the different kinds of relationships so that the project finishes as soon as possible
- Assigning the tasks to different people and groups of people
- ♦ Keeping track of the process
- ♦ Checking the critical path











Registration Form: Project Management using the Prince Methodology

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In the case of HR departments registering participants it is highly recommended to enter the participant telephone rather than the HR department telephone and fax. Mr	- - -		
Mr Ms Dr Name and Surname (In English as it will appear on the Certificate): Company Organisation: Position/Work Title:			
Company Organisation: Position/Work Title:			
Company Organisation: Position/Work Title:			
Position/Work Title:			
Department:			
Address: P.O.Box:			
Town:Postal Code.:			
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Website:			
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Email: Fax:			
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IRDA Subsidy €665 €665 €570 before the seminar. However, replaced is always welcome.	nent delegat		
give you a confirmation call. Writter for the implementation of the semination to you at least 5 days before the day	Upon receipt of the registration form, EdITC Ltd wi give you a confirmation call. Written confirmation for the implementation of the seminar will be sent to you at least 5 days before the day on which the seminar will take place. If you do not receive confirmation please contact us.		
Payment Details: Prepayment is required for all registrations. Please Invoice: ☐ My Self	<u>tact</u>		
□The company I work for EdITC Ltd			
Payment Method: 16 Imvrou Street - Nicosia, Cyprus, □ By cheque upon receipt of invoice Cheques should be payable to	16 Imvrou Street - Nicosia, Cyprus,		
EdITC Limited. Tel: + 357 22466633/36, 77777252	Tel: + 357 22466633/36, 77777252		
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