



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 **demand**s 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, 07/07 Monday, 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 data 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 practice 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.



Learning Solutions





## Project Management using the Prince Methodology

### **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 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 with the use of MS Project



## Project Management using the Prince Methodology

### **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
- o 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

### Personal Details:

In the case of HR departments registering participants it is **highly recommended** to enter the participant telephone and fax rather than the HR department telephone and fax.

Mr  Ms  Dr

Name and Surname (In English as it will appear on the Certificate): \_\_\_\_\_

Company Organisation: \_\_\_\_\_

Position/Work Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_ P.O.Box: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code.: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Name:		Tel:	
Email:		Fax:	

<u>Cost of Seminar</u>	Small companies	Medium Companies	Large Companies
Fees per participant	€832	€950	€950
HRDA Subsidy	€665	€665	€570
<b>Net Amount to company*</b>	<b>€167</b>	<b>€285</b>	<b>€380</b>

\*The fees include training material, coffees, breaks, lunch each day and certificate.

### Payment Details: Prepayment is required for all registrations.

Please Invoice:  My Self  
 The company I work for

### Payment Method:

- By cheque upon receipt of invoice Cheques should be payable to **EdITC Limited.**
- Cash
- Direct Debit: **Hellenic Bank**  
**IBAN:** CY19005001150001150106869601  
**SWIFT/ BIC:** HEBACY2N

### Cancellation Policy

A full refund of the course fee will be given for written cancellations received up to 15 days prior to the commence of the seminar. No refund will be given for cancellations received less than 15 days before the seminar. However, replacement delegate is always welcome.

Upon receipt of the registration form, EdITC Ltd will 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 a confirmation please contact us.**

### For more information please contact

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