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16 PDU's

MANAGING PROJECTS FOR SUCCESS: PROJECT LEADERSHIP & RISK MANAGEMENT

Be Equip with Crucial Leadership Skills A Critical Factor in "Goal Achievement" & Effective Planning & Control to Identify & Manage Risk

11th (Mon) – 13th (Wed) October 2010, Hotel Mulia Senayan, Jakarta Indonesia

Advanced Project Management

Project Leadership & Managing Complex Projects

Hear the Best Practices & Latest Trends, Learn the Advanced Skills Needed to Improve Productivity, Profitability & Measure Project Performance

8th (Mon) – 10th (Wed) November 2010

Novotel Bali Nusa Dua Hotel, Indonesia



A Hewlett Packard worldwide survey of over 600 training organizations ranked BMC the #1 in project management training & consulting

Presented by:

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Product Strategy Director

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In Partnership with:



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Managing Projects for Success

11th (Mon) – 13th (Wed) Oct 2010 – Hotel Mulia Senayan, Jakarta Indonesia

Projects are inherently risky ventures. If there is no risk, the activity may not be a project. In this course, participants will learn that risk is identified, assessed and minimized during project planning. A project plan consists basically of six things, project objectives (requirements, SOW), a work breakdown, (WBS), a project organization (OBS), a project schedule, project baseline (budget) and risk management. This model is easy to learn and reduces the likelihood of costly omissions, incorrect scope or feature creep. It also avoids unnecessary and time-wasting micro-management. This simple model, for example, is used throughout Airbus Industries, where BMC is the Strategic Advisor in Project Management for the aircraft company.

Why you should attend?

The aim of this interactive workshop is to provide you with new skills critical to the management of projects. The 1 –day workshop on “Project Leadership”, will be focused exclusively on the people side of project management. Crucial leadership skills known to be critical in “goal achievement” such as team development, motivation, communication, leadership, problem solving skills and interpersonal skills are addressed.

The “Project Risk Management” workshop includes a brief review of world-class project management techniques, but it is a specialty course dealing with identification, assessment, mitigation and contingency planning of risk in projects.

Benefits of Attending include:

- How to structure and organize projects for low risk
- Allocating & Balancing resources
- How to determine baseline against which to measure variances
- Determine how to make a budget estimate
- Understand modern performance metrics & KPIs
- Control risk in quality, schedules and budget
- Determine KPIs for the project
- Design a control system, learn the 50/50 rule for WIP
- Learn how to approach risk activities for a project
- Evaluate schedule & cost risk
- Develop Options and taking actions to reduce threats
- Hear review examples of how world-class companies manage risk in their projects
- Create Risk Matrix for tasks with risk
- Apply Mitigating techniques and write a contingency plan
- Use diagramming techniques to identify the risks

The Project Planning model is easy to learn and reduces the likelihood of costly omissions, incorrect scope or feature creep. It also avoids unnecessary and time wasting micro-management that may happen when one does not completely know what their job is.

WHO SHOULD ATTEND

This course is designed for newly appointed project managers who need a grasp of all the skill sets required to manage projects, seasoned project managers who need to refresh their knowledge and update themselves with new skills, project managers of any level who are starting to embrace modern computer techniques, project team members who wish to become more effective in their project contributions and who aspire to become project managers in future, and those planning to take the Project Management Professional (PMP®) examination.

The workshop is also relevant to New Product Development managers, Construction managers, Engineering managers, Consulting engineers, Functional managers, Matrix managers, IT managers, R&D managers, Project engineers, Project leaders and Team members.

The Director of the NASA Academy for Project and Program Management Leadership has stated that members of BMC team are “The best project management trainers in the US”

“I have never seen or experienced a training course (The Art of Project Management®) that has had such a lasting effect upon its participants –
President, I.C. Industries

Managing Projects for Success: Project Leadership

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DAY 1

Session 1: The Project Leader/Manager

- The basics of leadership
 - Understand how leadership is defined and approaches to improving one's leadership
- A leadership model for continuous improvement

Session 2: Creating and Building the Project Team

- Developing the effective cross-functional project team
- Team decision-making delegation and consensus
- Effect of culture on team performance
- Effect of problem solving style on team performance and creativity
 - Learn how your team Leadership style may aid or prohibit a team's ability to do its best and how to counteract difficult situations

Participation:

- *The Assessment Inventory of Problem Solving Style*
 - A self-test to determine your predominant style for leadership and solving problems
- Conflicts between project team members, functional managers and project managers
 - How to avoid and use conflict
- Improving the project managers / senior management interface

Workshop:

The Project Planning Situation™

- How does your leadership style and others on the team enhance or inhibit project team performance
- Working in teams, participants experience how their style affects their team's performance in a simulated project planning situation.

Session 3: Interpersonal Skills

Improving communications

- Project offices and control rooms
- Three types of project review meeting
 - How to conduct meetings, use agendas, action items, minute
- Responding to conflict

Session 4: Motivation and Empowerment

- Techniques to motivate individual team members
- Dealing with difficult people

Session 5: Leadership Skills

- Dimensions of leadership styles and effective leadership styles (Participating VS Task-Oriented styles of Leadership)

Session 6: Situational Leadership

- Adapting your management style to the demands of particular situations

Participation:

Lead Self (what is your style?)

Participants determine their individual style and ability to recognize how to modify their style based on what the Situation demands



Managing Projects for Success: Project Risk Management

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DAY 2

Session 1 – Introduction to Project Risk

- Unique features of a Project
- Risk Management Planning
 - *The PMI Model and the 6 risk process*
- Organisational ingredients for effective project management and risk management
 - *Discuss and learn the importance of networks of alliances, the 60/40 rule for resolving conflict, and how to offset risk caused by pressure*
- Five Basic functions of project management
 - *Learn the broad role when working in projects, and the functions defining it*
- Role of the project and risk manager

Session 2 – Effective Project Planning

- Five Basic project planning elements and “behaviours”
- Project Clients and stakeholders
 - *Define and discuss project charters, sponsors, risk tolerance and the project manager’s authority*
- Defining project Objectives “agreement”
- Developing work breakdown structures (WBS) “task control”
- Project Organisations “accountability / ownership”

Workshop:

Structuring & Organising projects for low risk

Participants will be asked to structure a project in two constructing ways (WBS). Working in teams they will compare the strengths and weaknesses of the two structures and organizations based on ease of control and lowest risk

Session 3 – Scheduling and Budgeting a Project

- Developing realistic schedules: “Communications”
- Differences in phasing and paralleling (fast tracking)
- Using Gantt charts and modern networking techniques
- Use of Gantt charts (e.g MS Project) in management reports
- Allocating and balancing resources
- Establishing performance baseline budgets, “control”
- The performance baseline

Session 4 – Project Control Techniques

- Principles of progress monitoring
- Controlling risk in quality, schedules and budget
- Activity based performance measurement, earned value
- Variance control

Workshop:

Controlling a project. Forecasting risk of completion time and cost at the end of the project

Participants working in groups will use the techniques learned to determine schedule and cost variances and to predict the risk of extended time of completion and cost at the end of the project (overrun risk) for a project where typical performance information is given

DAY 3

Session 5 – Project Risk Management

- What do we mean by “risk”
- What is the process?
 - *Risk Policies, methodology and process*

Session 6 – Risk Management Planning

- The PMI Model
- The Risk Process
- Risk Identification
 - *Correlation of Project Management method and risk process. Sources of risk in projects. Learn methods to identify risk.*
- Analysis approaches
 - Evaluate Schedule and cost risk using PERT analysis and bottom-up estimating
 - Qualitative VS Quantitative risk assessment. Use of a Risk Matrix and methods for determining project risk contingencies
 - Risk Simulation eg. Monte Carlo Techniques and statistical distributions like log-normal curves
 - Learn decision tree analysis and expected monetary value (EMV)
 - Review examples of how world-class companies manage risk in their projects

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- Risk as a tradable resource
- Learn how companies are trading-off risk issues to balance overall risk at acceptable levels
- Risk Response Planning
 - Developing Options and taking actions to reduce threats
- Methods to handle risk

Session 7 – Risk Monitoring and Control

- Learn to provide information in advance of the risk's occurrence
- Use of audits, risk reviews, trigger dates and earned value analysis to become forewarned
- Learn to develop workaround plans and corrective actions
- Use of Risk Matrix and Mitigation

Workshop:

Identifying and resolving risk

Participants will continue working on the project selected above. Review WBS and schedule. Use diagramming techniques to identify the risks. Create a risk matrix (qualitative or quantitative) for tasks with risk. Apply mitigating techniques and write a contingency plan.



About the Trainer: Mr Colin Millward PMP®, MAPM, MIMIS



Colin Millward is a seasoned project manager and consultant with considerable business experience spanning several decades in Asia, Europe and the United States. His recent achievements include:

- Analysis of the project management maturity levels of the Stock Exchange of Malaysia (Bursa), and provision of a roadmap for improvement of business processes and procedures
- Investigation and planning for aviation servicing group Hawker Pacific Asia to redefine their aircraft servicing line business on a project basis, providing the steering and training required to implement
- Group project manager with international steel trading organisation Dylan Group, running a co-located team for several years in the Netherlands and Singapore, to design, overhaul and implement new company-wide business and logistics processes
- Project manager for major UK electricity distribution company NPower, running a team to design and implement revisions to the systems and business processes of their major business accounts division

Colin has also run projects and provided consultancy expertise at Federal Deposit Insurance Corporation (USA), ADP (USA), EGAT (Thailand), and Liberty Mutual (USA), Royal Bank of Scotland (UK), British Telecom (UK), the Inland Revenue (UK) and many other organisations. In addition he held management positions over several years for two international software companies Walker Interactive Systems and QSP.

Colin holds an Advanced Master's Certification in Applied Project Management from Villanova University, is a PMP® (Project Management Professional) with the Project Management Institute and is a member of the Institute of Management Information Systems (IMIS) and the Asia Professional Speakers Association.

The European Medical Director of GlaxoSmithKline:

"The thorough manner in which you (BMC) reviewed our requirements and applied knowledge of the most successful project management practices to target improvement of the skills and competencies of our professional staff was remarkable- all the while focused on our "business" results and "practical day-to-day issues"

In terms of value for money, the Advanced Project Management Workshops have been the most successful thing we have done in Airbus UK to develop our Senior population.

Chief Financial Officer - Airbus UK

Managing Projects for Success: Project Leadership & Risk Management

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REGISTRATION CONTRACT

Please complete this form immediately and fax back to

+ (65) 6469 8183

Please write in **BLOCK CAPITALS**

I. Delegate's details

1. Name: _____

Position: _____

E-mail : _____

2. Name: _____

Position: _____

E-mail : _____

3. Name: _____

Position : _____

E-mail : _____

Organisation : _____

Address : _____

Country/ State: _____ Postcode: _____

Nature of Business : _____

Tel : _____ Fax: _____

Company Size : 100-249 250-499 500-999 1000+

II. The Invoice should be directed to Mr/Ms (Dept):

Name: _____

Dept: _____

Tel: _____

E-mail: _____

III. Authorising Manager's details

Name : _____

Title : _____

Tel: _____

Signature : _____

Date: _____

This booking is invalid without a signature

REGISTER NOW!

1-Day Project Leadership - per delegate:

- SG\$ 880 (Priority Booking before 7th Sept '10)
 SG\$ 980 (Standard rate after 7th Sep '10)

2-Day Project Risk Management:

- SG\$ 1,580 (Priority Booking before 7th Sep '10)
 SG\$ 1,780 (Standard rate after 7th Sep '10)
 10% Discount for group registration of 3 or More

Special rate for:

3-Day Project Leadership & Risk Management:

- SG\$ 1,980 (Priority Booking before 7th Sep '10)
 SG\$ 2,180 (Standard rate after 7th Sep '10)

(Fee includes documentation, refreshment & Lunch but **EXCLUDES** Accommodation & Bank charges)

MODE OF PAYMENT :

Payment is required within **5 working days** from the invoice date.

SGD Bank Draft Made payable to:

KEN Knowledge International Pte Ltd

Or Telegraphic Transfer to Bank:

United Overseas Bank Limited

Clementi Branch

Account Number: 130-314-691-7

SGD Corporate Current Account

Swift Code: UOVBSGSG

(Quoting your Company Name and Inv No. As Reference)

CANCELLATIONS & SUBSTITUTIONS :

All bookings carry a 50% liability immediately after a fully completed Registration Contract has been received by Ken Knowledge International. All cancellations of registration must be made in writing. Regrettably, no refund will be made for cancellation after 7th September 2010. However, a complete set of documentation will be sent to you. Substitutions are welcomed at anytime.

NOTE:

Due to unforeseen circumstances, we may change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. KEN Knowledge International should not be held liable for any costs arising from this change.

HOTEL ACCOMODATION:

Accommodation is not included in the workshop fees. To reserve accommodation at the workshop venue, please contact Hotel Mulia Senayan Jakarta at +(6221) 574 7777

For further information, Contact the **KEN Knowledge International** Business Managers,

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