

Practical Project Management

Providing participants with the essential knowledge and skills to effectively deliver their projects on time and within budget

OVERVIEW

- Overwhelmed with workloads? Difficult stakeholders? Endless 'project update' meetings?
- Would you like to deliver your projects more effectively, without spending lots of time on low-value processes?
- Do you want a set of specific tools that have been tried and tested in a variety of situations?

If so, this workshop is for you. Designed for people who work in fast-paced, cost-conscious environments, this workshop delivers solutions that will quickly make a difference and be straightforward to implement.

OBJECTIVES

By the end of the course, participants will be able to:

- Explain the purpose and nature of the five phases of project management and understand why – when combined – they significantly increase the odds of delivering a project successfully.
- Effectively use a suite of pragmatic tools and techniques that can be applied in the workplace straightaway, with no lead time or special software.
- Proceed confidently with setting up and delivering their projects.

WHO SHOULD ATTEND?

This hands-on workshop is designed for people who are responsible for delivering projects as part of their role but are not formal project managers. It is particularly effective when used as part of an overall leadership or graduate programme, where participants need to be effective at strategy implementation.

If you are asking yourself any of the following questions, then it is definitely for you:

- *How can I deliver my projects more efficiently?*
- *What is the best way to manage all of my stakeholders?*
- *Why did our last project fail – what did we do wrong?*

sharing knowledge, developing skills

OUTLINE

MODULE 1: INTRODUCTION TO PROJECT MANAGEMENT

- ⇒ Definition of what a project is, and what it is not
- ⇒ Purpose of a project and the role they play in delivering strategic objectives
- ⇒ The ideal characteristics of an effective project manager

MODULE 2: INITIATING THE PROJECT

- ⇒ Purpose of Initiation
- ⇒ How to write a project initiation document case
- ⇒ How to define clear objective
- ⇒ How to adapt one's style to Influencing stakeholders for buy-in and approval
- ⇒ ACTIVITY – Pitching Your Project
- ⇒ ACTIVITY – Stakeholder Mapping

MODULE 3: PLANNING THE PROJECT

- ⇒ Purpose of Planning
- ⇒ How to build a plan (Planning Checklist)
- ⇒ How to present a project plan to suit your stakeholders
- ⇒ The risk management cycle , and the four responses to risk
- ⇒ ACTIVITY – Risk Management Cycle

MODULE 4: EXECUTION OF THE PROJECT

- ⇒ Purpose of Execution

- ⇒ Productivity Solutions
- ⇒ ACTIVITY – Kanban and tracking activity

MODULE 5: MONITORING THE PROJECT

- ⇒ Purpose of Monitoring
- ⇒ Use of Triple Constraint Model to tackle problems
- ⇒ Making decisions in the right way with robust project governance
- ⇒ Keeping everyone up to speed with effective reporting
- ⇒ ACTIVITY – how to tackle scope creep

MODULE 6: CLOSING THE PROJECT

- ⇒ Purpose of completion
- ⇒ Conducting a post-implementation review to derive learnings
- ⇒ Ensuring that sign offs and approvals have been acquired
- ⇒ Recognising the team and giving thanks

MODULE 7: WRAP UP

- ⇒ Reflection on learnings with Stop Start Continue model

Each participant will also receive a pack of useful templates and materials.

DETAILS

LOGISTICS

- ➔ This is a one-day course of seven hours of delivery time.
- ➔ Delegates should have at least 5 years of work experience and a good working knowledge of English as all materials and delivery will be in English. Basic familiarity with delivering projects optimal.
- ➔ The workshop involves a lot of activities, so the maximum group size is 25.

PRE-WORKSHOP

- The course can be customized to your specific needs to ensure it is relevant and realistic.
- Therefore, prior to the workshop, we will send a survey to participants to gather background information. Ideally, a meeting between trainer and client also helpful to set context.

POST-WORKSHOP

- After the workshop, participants are asked to assess the effectiveness of the training.
- The results are then collated and analysed, and the results are shared directly with the relevant client stakeholders.

TERMS & CONDITIONS

Total fee cost for the off-site delivery of this one-day workshop is USD 5,500 (five thousand five hundred United States Dollars).

This is EXCLUSIVE of:

- Flights for trainer (business class);
- Accommodation for trainer (min. 4★) for every night required off-site;
- Trainer's local travel costs and subsistence; &
- Venue, equipment, and all materials.

The items listed above are for the account of the client or, alternatively, we can provide an all-inclusive quote encompassing all expenses if that is more convenient. Please contact us at uyen.vo@gbrw.com for further details.

A 60% deposit is payable one month prior to the scheduled course date, with the balance payable immediately upon completion of the course.

Note: Discounts are available for multiple course bookings of this course or other courses within the same programme.

GET IN TOUCH

For more information or to arrange a booking, please contact Uyen Vo at uyen.vo@gbrw.com

INSTRUCTOR



Uyen Vo
Trainer,
GBRW Learning

Uyen helps people to become better project managers. She is a trainer and consultant, delivering highly-interactive, experiential activities focused on pragmatic project management techniques and other related skills. As a highly structured and analytical thinker, Uyen is adept at using data to design and assess outcome-oriented, evidence-based initiatives for her clients. She is an engaging and compassionate facilitator, using her diverse career history to deliver in a relevant and relatable way.

Before starting her own business, Uyen spent the majority of her career as a corporate treasury professional, focused on capital management and market risk mitigation. Having enjoyed a successful career in this area, she then transitioned to people development, supporting her leadership team with the development and wellbeing of over 300 employees.

In addition to her financial experience, she likes to draw insights and examples from her broad range of past roles: such as launching new products in Japan, running a small company in the American Midwest and delivering Corporate Social Responsibility projects for TSB plc.

She holds a MA (Cantab) and BA Hons in Economics from the University of Cambridge.



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ABOUT GBRW LEARNING

GBRW Learning is the training and knowledge-sharing arm of GBRW Limited. Founded in London in 1995 by a group of senior bankers GBRW's mission is to provide first-class consulting and training to banks and bankers in Emerging Markets, to the same standard as would be expected in developed markets. From our London headquarters and subsidiary offices in Washington DC and Singapore we have served clients in more than 50 countries in Europe, the Middle East, Africa, Asia and the Caribbean. Our clients include banks and other financial institutions, governments, and economic development agencies and institutions.

Through our training programmes we share the experience and knowledge of our experts with bankers in Emerging Markets, supported by high quality materials and taking advantage of the latest technologies. Our courses are all highly inter-active, and make use of carefully designed case studies and simulations.

We offer a range of training topics for banks and financial institutions including:

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- Risk Management – Credit, Market & Operational Risk
- Human Resources Management
- SME Banking – Customer Relationship Management; Credit Risk Management
- Retail Banking – Customer Relationship Management, Distribution Strategy, Product Management, Credit Risk
- Corporate Banking – Customer Relationship Management, Credit Risk Management
- Governance, Regulation & Compliance
- Financial Markets

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