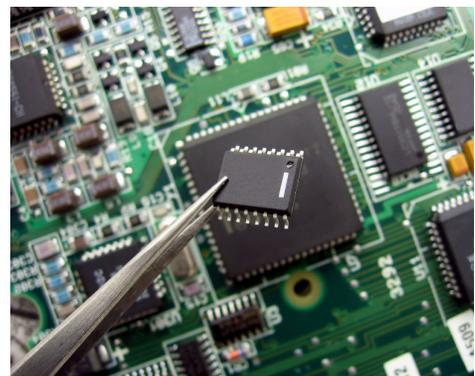




Oxford Management Solutions Ltd
Project Management Training Portfolio
For
High Technology Companies



Project & Programme Management Training

This portfolio is targeted at high technology companies and organisations. It is constructed as a unique blend of conventional project management tools and techniques and unconventional wisdom extracted from the execution of successful high technology projects conducted in the most demanding situations.

The suite of training modules is designed to enhance an organisation's capabilities within this broad field. The net effect is an improved 'delivery capability' or to put it another way, to gain a methodical approach to transforming vision and a specific set of business objectives into reality. Acquiring such a capability is fundamental to business success.

Overview of Courses

Foundation Course in Project Management : 2 days

Designed as a course at an advanced basics level, giving participants a thorough grounding of the field.

The Essence of Project Management Success : 1 day

This unique course focuses exclusively on principles and techniques for achieving project success. This gives a major boost to productivity and success probability.

Technical Aspects of Project Management Competency 1 – *Core Skills for Planning & Control* : 3 days

The nuts and bolts of project management. The course equips the participants with all the essential skills for project initiation, planning and execution.

Technical Aspects of Project Management Competency 2 – *Supplementary Skills & Knowledge Areas* : 2 days

This is a complement to the core skills course and concentrates on the essential areas of Configuration Management, Quality, Risk, Integrated Product Development and Review Systems.

Behavioural Aspects of Project Management : 1 day

This training is designed to equip the project manager with key soft skills of project management, including Leadership, Teamwork, Communication, Coordination, Predictive Capability, Negotiation, Control, Problem Management, Prioritisation, Time Management & Productivity and Personal Organisation.

The Field of Project & Programme Management – *The 'Big Picture'* : 1 day

This is an interactive workshop style session, which explores the scope of the whole field. This helps put everything into perspective and enables an organisation to determine the routes to future improvement as well as giving participants a strong incentive to establish such a programme and reap the benefits from doing so.

Note:

These courses are customisable based on the client's situation and needs. Consultation is advised to identify the ideal solution based on current capabilities and market pressure.

Foundation Course in Project Management

Duration : 2 days

Course Outline:

The aim is to provide a good foundation in project management understanding, and is specifically designed for organisations already using project management to realise business objectives. The course is invaluable for both individuals who have a light involvement in project management and for those intending to pursue a much more comprehensive education. As a foundation course this course will place the whole project management field **in context**, while introducing widely accepted project management methods such as **PRINCE2** and **PMI**. A higher focus on either of these can be made if desired. The course level can be classified as advanced basics.

Who should attend:

- Project managers who require a foundation to a more comprehensive education
- Senior managers and project sponsors
- Project support personnel
- Staff regularly involved in project implementation teams

Benefits:

Participants will gain:

- A comprehensive grounding in the essentials of project management
- A broader view of project management and what is important
- A platform for more comprehensive learning, if desired
- An insight in how to create an organisational Project Management System
- An insight into key project management methodologies

Course Contents:

- Project management in perspective
- Course overview
- Introducing the project lifecycle
- The importance of goals, success criteria and benefits realisation
- The key principles of project management success
- How to run projects using a lifecycle model
- Stage 1 : Project Start-up
- Stage 2 : Project Initiation
- Stage 3 : Project Implementation
- Stage 4 : Project Closure
- Essential tools & techniques
- Project manager's roles & responsibilities
- Overview of key methodologies – PRINCE2, PMI and Goal Directed PM
- Project scheduling techniques
- Project cost management
- Project quality management
- MS-Project overview
- What makes successful projects
- Summary

The Essence of Project Management Success

Duration : 1 day

Course Outline:

This intensive and unique course is specifically designed to focus on the key aspects for creating successful projects. This refreshing perspective on project management cuts through the jargon and complexities of the whole field.

Who should attend:

- Project managers at any level
- Senior specialists operating in project teams

Benefits:

Participants will gain:

- An understanding of the key project hazards and how to avoid them
- Why projects fail, but can succeed
- An exposure to the key principles or secrets of project success (this includes a reference guide of 42 principles)
- An insight to important methodologies
- A grasp of the project manager's most important roles
- An understanding of the power of milestone planning

Course Contents:

- Course overview and introduction
- Vital tools and techniques and the 80:20 rule
- Project manager's essential roles and responsibilities
- Overview of key methodologies – PRINCE2, PMI and Goal Directed PM
- 9 key knowledge areas of project management
- A breakthrough technique – the Goal Directed approach
- The key principles of project success
- MS-Project overview – benefits & limitations
- The importance of project strategy

Technical Aspects of Project Management Competency 1

- Core Skills for Planning & Control

Duration : 3 days

Course Outline:

The course is designed to equip project managers with the core skills of initiating, planning and controlling projects. These skills are often termed as the 'hard skills' of project management.

Who should attend:

- Project managers and senior engineers requiring an essential skill set

Benefits:

Participants will gain:

- A knowledge of the essential, recognised skills of project management
- An ability to effectively execute projects of various sizes

Course Contents:

Section 1 : Project Initiation and Control

- Establishing a Project File
- Establishing Project Scope
- Managing Communications
- Requirements Review and Management

Section 2 : Project Planning 1

- Estimating
- Review and Approval of Estimates
- Lifecycle Selection
- Developing and Documenting the Plan
- Identifying Deliverables
- Use of Work Breakdown Structures

Section 3 : Project Planning 2

- Development of a Schedule
- Assigning Responsibilities
- Schedule risk management
- Planning for Facilities and Tools

Section 4 : Project Tracking

- Tracking Progress
- Earned Value management
- Applying the Plan to coordination
- Re-planning
- Managing commitments
- Project Reviews

Technical Aspects of Project Management Competency 2

- *Supplementary Skills & Knowledge Areas*

Duration : 2 days

Course Outline:

This course is supplementary to the first course in the technical aspects of project management and covers the essential supplementary ingredients necessary for project success. Again, these are regarded as 'hard skills'.

Who should attend:

- Project managers requiring an essential skill set

Benefits:

Participants will gain:

- An essential toolset for managing successful projects

Course Contents:

Section 1 : Configuration Management

- What is Configuration Management
- Planning Configuration Management
- Establishing a Configuration Management Library
- Identifying and Controlling Configuration Items
- Change Control
- Establishing, Managing and Communicating Baselines

Section 2 : Quality Assurance

- What is Quality Assurance
- Planning quality assurance activities
- Verification, Validation and Audit
- Managing Deviations

Section 3 : Integrated Product Development

- Establishing Customer Requirements
- Identification, Negotiation and Tracking of Critical Dependencies
- Technical Reviews and Interchanges

Section 4 : Reviews Systems

- Different Forms of Reviews
- Example Peer Review System
- Planning Peer Reviews
- Performing Reviews
- Recording Review Results

Behavioural Aspects Project Management – *The Human Dimension*

Duration : 1 day

Course Outline:

Even though a project manager may be an ace in the hard skills of initiating, planning and controlling projects, at the end of the day project results are achieved through people. This course focuses on all of the 'soft skills' or human aspects of project management. These vital skills are presented within the context of project management.

Who should attend:

- Project managers of all experience levels

Benefits:

Participants will gain:

- A sound appreciation of all the human aspects of project management
- An improved ability to lead project teams and to interface to other groups inside and outside the organisation

Course Contents:

- Leadership
- Teamwork
- Communication
- Coordination
- Predictive Capability
- Negotiating
- Control
- Problem Management
- Prioritisation
- Time Management and productivity
- Personal Organisation

The Field of Project & Programme Management – The ‘Big Picture’

Duration : 1 days

Course Outline:

This course is designed as a highly interactive workshop style session where we explore the whole field of project management. The central theme and question is how do we create a situation and an environment where we can execute projects more successfully. This may be an eye-opener to many, but it enables us to get a better perspective on the whole subject area. This session will be extremely useful for organisations embarking on or contemplating a sustained improvement campaign. In particular, the insight gained will enable organisations to realise the scope and depth of the business benefits to be gained and to determine the key areas to focus improvement effort.

Who should attend:

- Project and programme managers
- Technical project specialists
- Senior managers and project sponsors

Benefits:

Participants will gain:

- A broader perspective of project and programme management
- An awareness of all the potential roads to improvement
- A realisation that improvement project management is a journey rather than a destination

Course Contents:

- What is project management and what does it entail?
- What is programme management and what does it entail?
- Common misperceptions of project management
- Project Lifecycles
- Product Lifecycles and product genealogy
- Project management in various environments
- What do project managers do?
- Project management and its relation to business management
- Project management systems – what do they consist of?
- A Day After Tomorrow – a clear vision of a brighter future
- The benefits of improving project management
- Ways in which project management can be improved
- Project process improvement – designing, following and optimising a system

- Understanding the true nature of projects:
- A base point for running successful projects within an organisation
- Using projects to improve the organisation's delivery capability
- Competence of technical specialists
- Project management competence
- Improving project management competence
- Core competencies and skills, e.g. as represented by the PMI framework
- Other skills and dimensions – behavioural dimension
- Project managers operating in imperfect environments
- Overview of a PM technical skills programme
- Overview of a PM behavioural skills programme