

MANAGEMENT OF PROJECTS AND INVESTMENT PROJECT PORTFOLIOS

A three-day training program, online or offline

DAY 1

1. Investment projects – from strategy to implementation

- Organization strategy and resource management
- Organization's competitive advantage and project definition
- Understanding the differences between strategic management, operational management and project management
- Critical elements related to allocation of resources for project implementation
- Project funding principles and business process management
- Project selection techniques: financial, numeric and descriptive selection models

2. Defining a project

- The role of stakeholders in the project
- Management methodology: Waterfall and Agile
- Business analysis and project charter
- Project management triangle
- Changes in the project scope including the effect of change

3. Human resources and organizational structures in project management

- Bureaucratic and behavioral management models
- Hierarchical and matrix organizational structures
- Project management and management of business processes
- A moderated discussion about organizational aspects of project management

4. Multi-project management

- Long-term planning techniques
- Reverse planning
- Project management in outsourcing and business partnerships
- Efficient communication with key stakeholders

DAY 2

1. Developing a project implementation plan

- The role of experts in project teams (SME)
- Leadership and project team management
- Building and maintaining a project team
- Decision-making power of the project manager and powers defined in the organization

2. The project management triangle of scope, time and cost

- Creating work division structure
- Using the work division structure to manage a project's scope, time and budget
- Why do we create project programs – hybrid connections in project portfolio management
- Implementation assumptions:
 - o Evaluation techniques
 - o Critical path in the project
 - o Budgeting and controlling the costs of implementing the project, program and project portfolio

DAY 3

1. Monitoring project implementation and risk management

- Defining measures of project outcomes
- Project reporting and reviewing
- Project risk assessment
- Risk management principles
- The role of a business analyst in the risk management process

2. Project closure and post-implementation problem management

- How to manage *post mortem* project issues
- The essence of the *lessons learned* process
- Project documentation vs. business documentation

3. Alternative project implementation scenarios, emergency planning and correction of troubled projects

- Do we manage project risks or project issues?
- The need for developing emergency plans
- Principles for developing corrective plans for troubled projects
- Highlighting the issue of knowledge management in organizations

4. Project teams working online

- IT tools in project management
- Digital documentation, access to project information
- Basic principles of online work organization

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