Integrated
Consulting
Group

Project
Management - ONLINE

2021

International training offer from ICG

PROJECT MANAGEMENT - TOOLS AND TECHNIQUES

In today's constantly changing business world, project managers are faced with managing larger, more complex projects with limited budgets and scarce resources. To avoid rework, delay and disruption, project managers need advanced tools and techniques to manage this rapidly changing environment. Our project management training will help you deliver smarter solutions on time and within budget. We believe successful projects can be achieved only by a combination of structured, „hard" project tools with „soft" project tools, ensuring the acceptation of a requested change, which arises from the project.

Training includes:

- 2-day online training

- Introduction to project management

- Risk management tools, project plan definition, project evaluation

- We deliver to participants not only project management tools, but also change management techniques

- We practice everything on real examples and case studies

You will learn to:

- Understand the principles of project management in daily practice.

- Understand the roles and responsibilities of individual participants in the project.

- Ensure a successful course of the project and maximize the project's outcome.

- Know how to apply the project management and control tools

- Schedule change activities throughout the project.

- Be able to communicate and cooperate with the team.
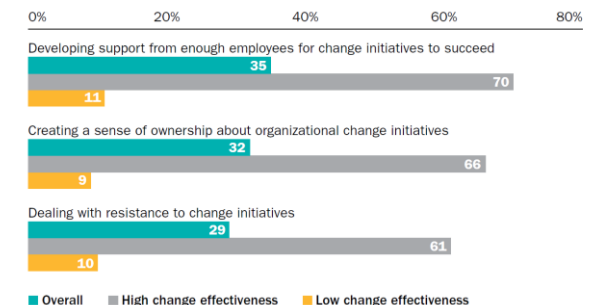
BASIC FRAMEWORK OF THE TRAINING

During the training, we will **introduce the techniques and tools of project management** in a very practical form. This combination will allow participants to **successfully implement project assignments in the role of project manager**, **but also places great emphasis on accepting changes in the organisation without much resistance.**

The whole training is based on practical project management exercises and individual work in smaller groups simulating work in a project team. We implement the training as a 2-day program, which we can then support by personal coaching and support after the training.

Our program includes:

- Case studies from real projects and examples of the use of project tools.

- Own project implementation - Each participant will try to prepare for the role of project manager for the selected change.

- Subsequent support of training participants - after the implementation of the training, it is possible to consult by phone or online the execution of real project and the application of specific tools.

| 0% | 20% | 40% | 60% | 80% |

Developing support from enough employees for change initiatives to succeed
35
11
70

Creating a sense of ownership about organizational change initiatives
32
9
66

Dealing with resistance to change initiatives
29
10
61

■ Overall   ■ High change effectiveness   ■ Low change effectiveness
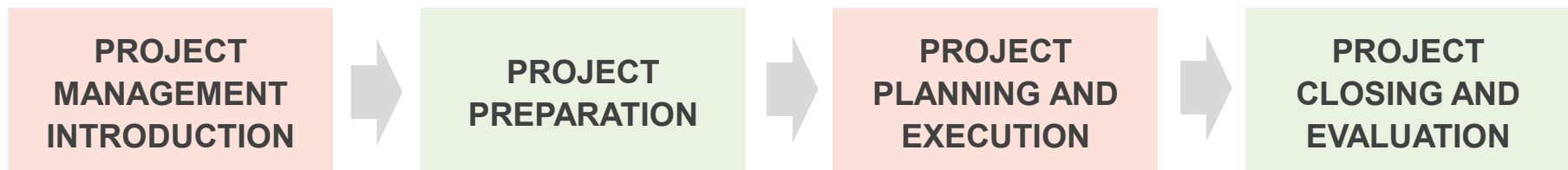
PROJECT MANAGEMENT ONLINE – BASIC OVERVIEW

Project Management Online

- Understand project management as a professional methodology for the implementation of corporate goals
- Application from training to own projects
- Joint online workshops - situation analysis, finding solutions and ongoing review of the outcomes
- Practical exercises with the possibility to discuss the current situation and possibilities of improvement in your company
- Preparation of a real plan of selected topic directly on training
- "Hard" as well as "Soft" project management techniques

Basic structure of the training:

| PROJECT MANAGEMENT INTRODUCTION | → | PROJECT PREPARATION | → | PROJECT PLANNING AND EXECUTION | → | PROJECT CLOSING AND EVALUATION |

TRAINING AGENDA

1. MODULE
PM INTRODUCTION, PROJECT PREPARATION

Key principles of project management:

- What is a project? What are key project roles?
- When to use project management and when not
- Project triple constraint (Time, Scope, Quality)
- Project roadmap – how to drive projects and changes

Project preparation phase:

- SMART goal and roject calculation of benefits
- Creating a team and determining project roles
- The role and responsibilities of the project manager
- Moderating project meetings - tips and recommendations
- Determination of project scope
- Requirements Collection and Customer Voice
- Creation of the "Project Charter"
- Communication

2. MODULE
PROJECT PLANNING, EXECUTION AND CLOSING

Project planning phase:

- Detailed Project scope planning - WBS and Network Diagram - Gantt Chart
- Resource planning - allocation of human, tech resources
- Time and effort planning -estimates of time and resource intensity
- Project Plan Finalization - Project Schedule and Budget
- Project risk analysis (FMEA)

Project implementation phase:

- Project quality management and project progress reporting - project status
- Solving implementation issues - Basics of solving project issues
- Tactics and tools to resist change from stakeholders

Project closing Phase:

- Closing the project and handing it over to the owner - Handover protocol
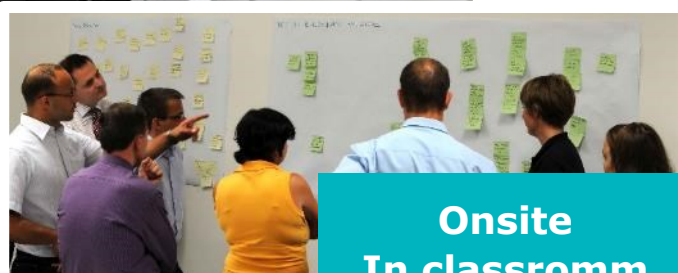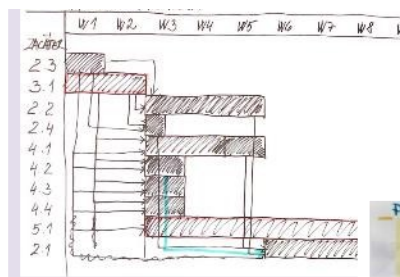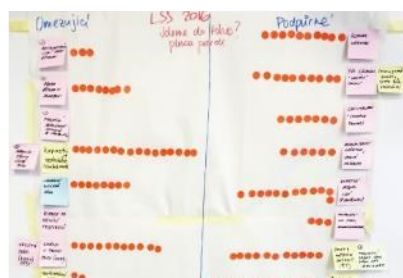- Project Summary - Lessons Learned and PIR Analysis

Concrete tools and techniques that will be trained during our program:

Triple constraint and SMART goals	WBS	Change Management
GRPI model	Network diagram – Gantt chart	RICH management
IS / IS NOT analysis a 18 words	Project schedule and critical path	Project handover protocol
SPACER for team workshops	Project budget	Lessons learned
Project charter	Risk analysis – Project FMEA	PIR – post implementation review

ONLINE – SAME CONTENT WITH HIGH PRACTICALITY

Online

Onsite In classromm
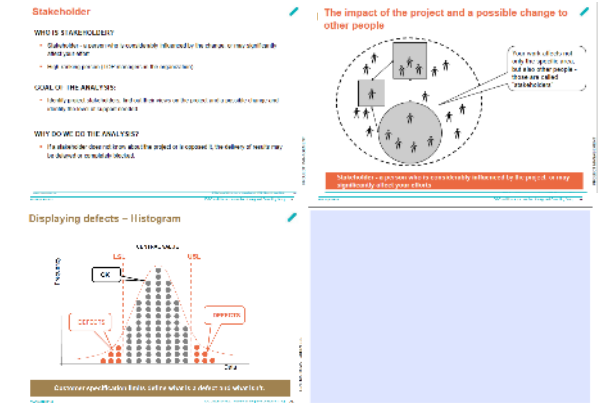
ONLINE TRAINING FROM ICG
OUR APPROACES HOW TO TRANSFER ALL INFORMATION TOWARDS CUSTOMER

We always share the screen with presentation or SW outcomes

For explanation, we use a tablet - the participant immediately has the output we drew

Electronic handouts and presentations available on our portal

The ability to share a participant's screen

Possibility to discuss with the trainer directly or via chat

The participant will receive electronic materials with the possibility of notes in electronic form (Adobe forms)

COMPARISON OF TWO TYPES TRAININGS

Focus	PROJECT MANAGEMENT „in house"	PROJECT MANAGEMENT ONLINE
Personal presentation	YES	NO
Virtual presentation "live"	NO	YES
Certification included in course	YES	YES
Tools simulation	YES	YES
Workshop – group work (Collaborative work)	YES	YES
Test questions during training	YES	YES
Templates, case studies, presentations available	YES	YES
Individual online training after the course	YES.	YES
Chance to use modern digital tools and platforms	NO	YES

VIDEO: HOW WE WORK ONLINE

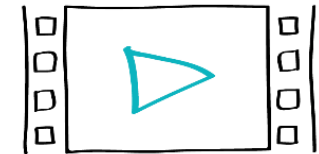**We use professional TOOLS and APPs to simulate real collaborative environment**

We use several project management tools and situations (case studies) which are simulated and tested during training. Participants in small groups solve real case and develop Goal, stakeholder analysis, project plan, risk analysis etc.

We split people into breakout rooms (parallel sessions) and they solve and develop own proposals in MIRO.
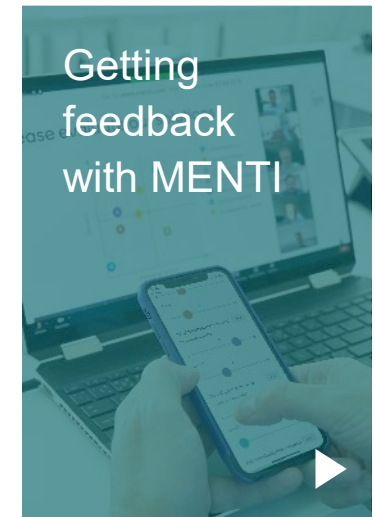
We simulate real situations and **solve them practically!**

LOOK AT OUR VIDEOS HOW WE WORK!

The concept of our online trainings ▶

Click on images to watch videos.
Don't forget to turn on subtitles.

Virtual workshops – interaction with participants ▶

Getting feedback with MENTI

Using tablet instead of a flipchart ▶

Digital tools and platforms

The use of digital platforms increase the practicality
of the training

MIRO
We use heavily

Miro is an online **collaborative whiteboard** that enables distributed teams to work together as if they are in the same room.

We have developed over 20 templates for our trainings and before the training we invite participants to our Boards.

Then we create, collaborate, brainstorm, decide ..all together as one team

Mentimeter

Great tool to get your inputs

What is your key or very specific expectation from the training?

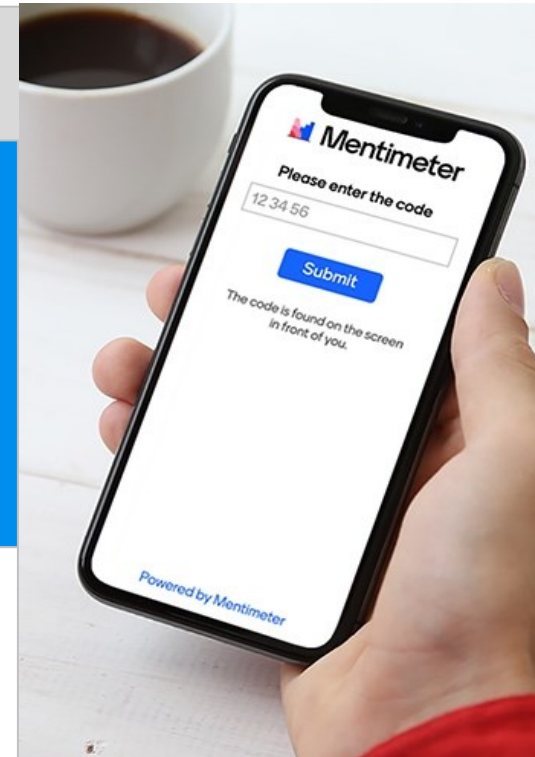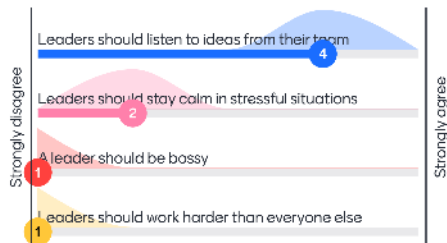| Learn techniques for better project management. | Manage projects/processes in professional way | Gain new knowledge, proven certification |
| Become more efficient and productive on problem solving and bribing effectiveness | New tools for processes / analysisEffectiveness in processes | Improve technics/methodology how to revise, improve and implement our processes |
| Understand SixSigma more deeply. How to use my consulting work. | | |

1. We start every training or workshop by several questions in Menti. It will create good working mood.

2. During training we use Menti for brainstorming, evaluation of ideas or scaling statements and for test exams.

3. At the end of training we will collect feedback and new impulses for next day.

MENTI – App to get real-time input from participants with ideas, quizzes, word clouds, Q&As and more …

Menti platform is powerful yet easy-to-use with features that enable you to prepare, present and analyze presentations.

Focus on speed - produce and deliver faster — 6.6
Focus on quality and defects elimination — 7.6
Focus on costs / productivity — 8.8
Focus on design new stuff and innovation — 7.9
Just work as today / no extra challenges and opportunities — 2.9

(Not importnat - not need it → Very important and needed)

Leaders should listen to ideas from their team — 4
Leaders should stay calm in stressful situations — 2
A leader should be bossy — 1
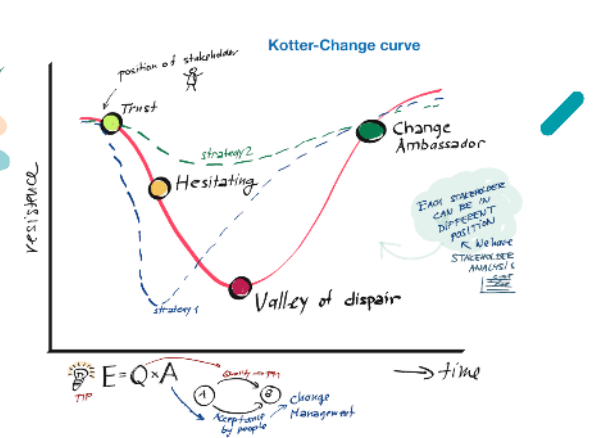Leaders should work harder than everyone else — 1

(Strongly disagree → Strongly agree)

Participants operates Menti via phone – results we share with all.

Jak hodnotíte druhý den školení? (ROTI - Return Of Time Invested)

ROTI — 9.3

Tablet

The use of flipcharts and whiteboards is typical for classroom training. We can't use them in the virtual world. But there's a great support device - an iPad (tablet) with a pen. We draw pictures that explain the topics exactly how we do it during workplace workouts. Benefit? We can immediately share images with participants.
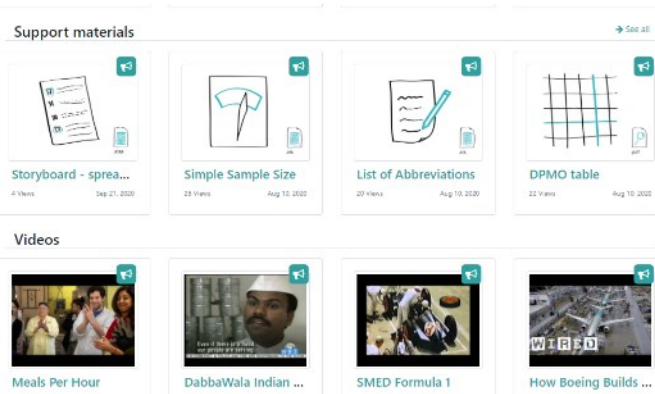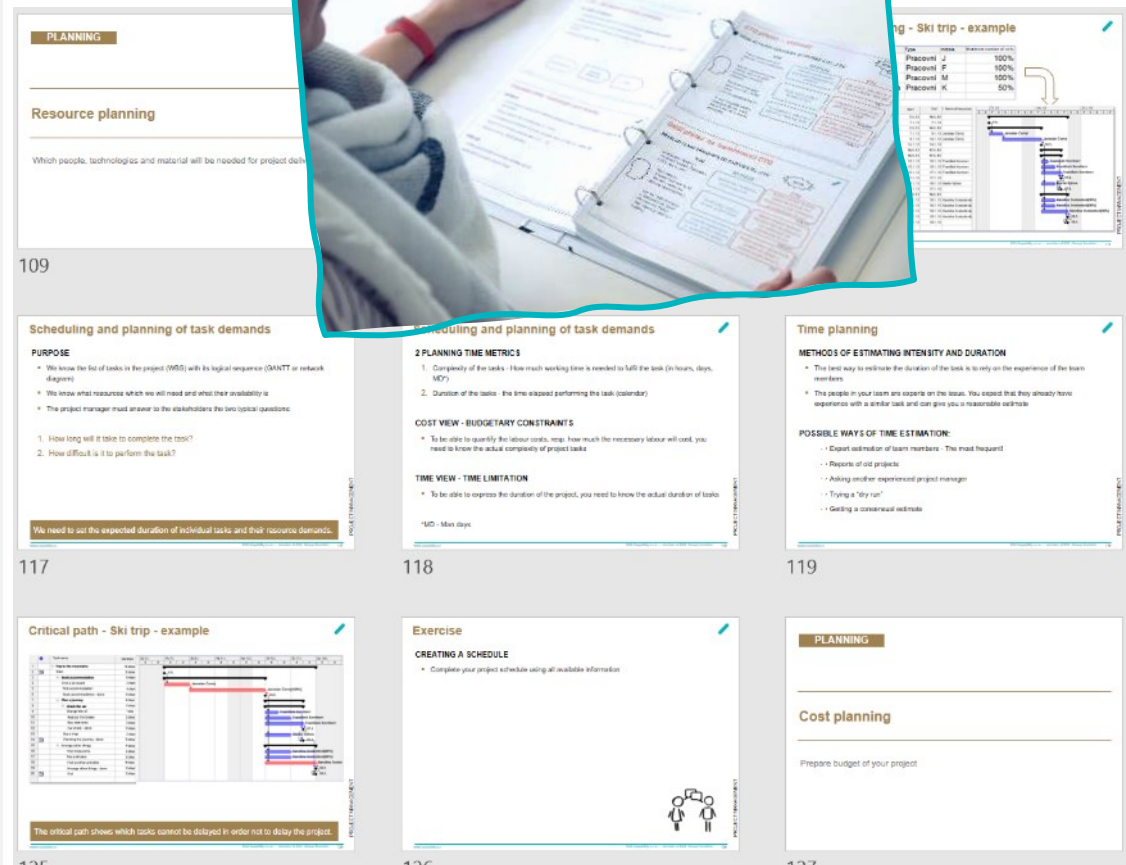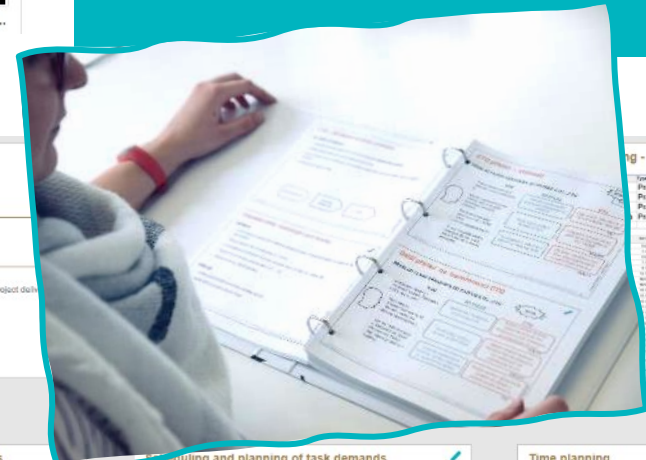
Odoo Portal

Every attendee of the training has access to our unique Portal.

Portal is an environment where we store presentations, videos, articles, supporting materials.

Support materials → See all

- Storyboard - sprea... — 4 Views — Sep 21, 2020
- Simple Sample Size — 23 Views — Aug 10, 2020
- List of Abbreviations — 20 Views — Aug 10, 2020
- DPMO table — 22 Views — Aug 10, 2020

Videos

- Meals Per Hour
- DabbaWala Indian ...
- SMED Formula 1
- How Boeing Builds ...

Make an impact.
Your Partner in Change.

Training materials

- Training material with all the phases of project cycle, including practical exercises on the end of each chapter - can be viewed directly in Odoo Portal.

- Handout material with possibility to make notes right away or print.

- Documentation of all outputs from practical exercises and simulation.

- Complete case study.

- MOCK exams and tests

- Insights – statistics, benchmarks from books (tools, introduction of LSS into the organization).

- Comprehensive project templates.

- Access also after the training

- Up-to-date information - we create new version every year.

Integrated Consulting Group

Make an impact.

Your Partner in Change.

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