

**25
Seats
Only**



Managing PROJECTS

Course benefits:

This is a two-day, highly advanced seminar for experienced project managers and leaders to better understand how to effectively deal with projects. You will share the tips and tricks on how to master and recover troubled projects. You will leave knowing much more on how to fine-tune critical decision enabling you to ensure project success.

26 - 27 May 2010

Marriott Hotel, Karachi

The Trainer

**Denis
Willem**



"Denis brings with him vast experience in Project Management, I really enjoyed and learnt from him. he not only deliver the topic but make you understand it utilizing many concepts and techniques which make you tackle your existing projects, he is very helpful and friendly".

Mohsin Ali AlZadjali - Sultan Qaboos University Oman

Digital Media Partner:

SYMMETRY
playing with digital media

The Trainer

Denis Willem



Denis Willem (PMP) is a professional coach and trainer. His field of expertise is Project Management. A former manufacturing requirement planning consultant, he worked for IBM/IT S as Project Manager for 15 years. As an IBM "Top Technical Resource" & "certified IBM Senior PM" he was responsible for major IT implementations world wide.

Following his graduation in 1981 from the University of Dijon, France, where he earned a degree in information management, Mr. Willem studied in the USA (South Carolina) for 2 years.

After further training in the Soviet Union (language school in Leningrad) Mr. Willem worked 4 years in South Africa as a software developer and then as a freelance computer capacity planning and evaluation consultant. While in Johannesburg, Mr. Willem took evening classes and received a degree in business management.

Back in Europe, in 1996 he was certified as CPIM (Production and Inventory Management) by APICS. After receiving further training at the IBM European School (SAP R/3 FI/CO) Mr. Willem worked as a SAP project manager for large European industries. In 1998 he was certified as a PL ASAP (SAP Project Leader) by SAP AG. In May 2000, Mr. Willem was certified as an IHK Projektleiter by the Munich Industry Chamber of Commerce.

Denis Willem is the author of three internationally recognized courses ("MS Project", "Recovery troubled projects", and "Project Management for Sponsors and Executives").

■ ■ Course Synopsis:

- Gain a solid understanding of project management methods with this comprehensive Project Management course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization.
- This course provides the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team and utilize state-of-the-art project management tools to get work done on time and within budget.
- You'll learn project management skills through case studies, hands-on exercises and practical experiences that can immediately be applied to your job. This approach yields a comprehensive project management experience, including the early stages of defining project requirements, developing work breakdown structures, project change control and closeout.

■ ■ Who Should Attend?

This highly practical qualification has been specifically designed for senior level project management professionals including:

- Organizational Project Managers
- Team Leaders
- Senior Analysts
- Executive Directors
- Operations Directors
- Program Managers
- Research and Development Officers
- Research Scientists
- Management Consultants and other Contractors

Plus anyone who is involved in project management, or anticipates being involved in projects in the future. This programme is designed specifically to suit a broad range of professionals, as the programme deals with technical project methodologies with a large emphasis on people and soft skills.

Along with the course you will receive

- ✓ A set of "best practice" tools and templates "ready to use" for your next projects.
- ✓ A free 700 question PMP exam simulation software.

■ ■ Course Agenda:

1. Introduction To Project Management

- a. What are “projects”?
- b. Why project management?
- c. The project life cycle
- d. Influences on a project
- e. Key stakeholders
- f. Project management process groups
- g. Project manager responsibilities

2. Project Initiation

- a. Understanding the role of senior management
- b. Needs assessment
- c. Project selection
 - Benefit/cost ratio
 - Present value and net present value
- d. Building SMART objectives
 - Specific
 - Measurable
 - Agreed to
 - Realistic
 - Time-constrained
- e. Developing requirements
- f. Project charters
- g. Project requirements document

3. Project Planning

- a. Scope planning
- b. The work breakdown structure
- c. Estimating
- d. Schedule planning
- e. Network diagrams - CPM
- f. Speeding up the schedule
- g. Project management planning software
- h. Cost planning
- i. Responsibility matrix
- j. Resource loading and leveling
- k. Risk planning
- l. Procurement planning
- m. Communication and quality planning

4. Project Implementation

- a. Baselines
- b. Developing the project team
- c. Organizations and team structures
- d. Managing change
- e. Managing risk
- f. Performance reporting
- g. Reserves
- h. Assessing and monitoring project performance
- i. Earned value
- j. Sunk costs

5. Project Closeout

- a. Scope verification and customer acceptance
- b. Administrative and contractual closure
- c. Transferring lessons learned to future projects
- d. Mastering and recovering troubled projects

“*It was of great benefit attending the course instructed by Mr. Denis Willem. I'd like to thank your professional way as an instructor who conveys the message in a simple, clear and straight forward manner.*”

Mahmoud Saleh

Development Manager

Nakheel Development Projects

Terrabiz workshops' comments:

Advanced Presentation Skills | Simon Bucknall | 2-3 February 2010 | Karachi

“I am glad to attend the course, this will surely help me in improving my current skills.”

Sarah Aziz - Engro Polymer & Chemicals Limited

Introductory Management Skills | Nick Blasdale | 25-26 March 2010 | Karachi

“Very well versed and complete knowledge of the subject of Management Skills.

The way of teaching was very impressive and friendly”.

Faraz Fayyaz - Haier Pakistan (Pvt.) Ltd.

Registration Note:

Participation will be confirmed subject to receipt of payment.

Substitutions are welcome. Please notify us in writing at least two working days prior to the event. All cancellations must be sent in writing, and will carry a 15% cancellation fee, once a registration request is received and acknowledged by Terrabiz.

Workshop fees must be paid in Full. No refunds will be given if a written cancellation occurs within 10 working days prior to the workshop. Same applies for delegates who don't attend the workshop without cancellation. Workshop materials will still be couriered to them. However, if you have paid your workshop fee in full and you wish to attend any other workshop from Terrabiz within 6 months of the initial registration, you will only be invoiced for 15% of that workshop fee. Please note that you can transfer only once. In the event of unforeseen circumstance, Terrabiz reserves the right to cancel or postpone the event.

Seminar Investment:

Rs. 32,500/- Per Participant

Early Bird Discount for registration before 4th May :

Rs. 30,500/- Per Participant

Every 4th Participant from the same organization will attend

FREE

Includes course ware, Terrabiz certificate, lunch, refreshments and business networking.

In-House Training

For onsite customized programs by **Denis Willem**

Please contact **Akbar Aqil**

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We are a business information firm, having managed and organized events of various calibers during the last 2 years of our operations. Among our more recent events was the Conference on Corporate Innovation and Entrepreneurship09, Karachi in November 2009 in collaboration with MITEFP & OPEN. We also managed the MAP Conference in November 2009, Lahore with high appreciation from all over the country.

Memon Professional Forum also engaged us for Entrepreneurship 09 Conference in August, we did the Human Capital Management Conference in Karachi and Lahore in April09 and July09 this year respectively, Compensation & Benefits Day in June '09, the Women in Leadership & Business Conference (WIBCON '09) in collaboration with Pakistan Society for Training & Development in March and others.

We also organized the 11th Convention of the Management Association of Pakistan in December last year in Karachi. MAP convention has become the benchmark against which all business conferences are measured.

Terrabiz organized the first ever conference on Digital Marketing in Pakistan titled Marketing 2.0 which saw the confluence of the top three names in the world of digital marketing - Google, Yahoo and Microsoft, represented by their senior executives from abroad. Global Head of Mobile Marketing P&G was also one of the speakers. www.marketing2.com.pk Terrabiz also organizes frequent events with Google Pakistan.

Terrabiz is responsible to produce a series of highly successful road shows on the promotion of investment in Pakistani capital markets in different cities. These bi monthly events are jointly hosted by Central Depository Company (CDC), SECP and Karachi Stock Exchange. As part of our operations, we also facilitate international trainers to conduct public workshops in Pakistan. A few of them were 'Six Thinking Hats' with Dr. Sunil Gupta, Life Time Master Trainer of Edward de Bono Tools, HR Balanced Scorecard with Alan Fell; Employer Branding with Dr. Olga Kampaxi, and many others.


Our recent training workshop participants list includes SSGC, OGDCL, KESC, KAPCO, Pakistan Security Printing Corporation, State Bank, National Bank, MCB Bank, ABN AMRO Bank, HSBC Bank, Saudi Pak Bank, Allied Bank, NIB Bank, Mobilink, Ufone, Zong, Wateen Telecom, Telenor, Siemens, Haleeb Foods, National Foods, Cadbury, Getz Pharma, Sanofi Aventis, Novartis Pharma, GSK, PharmEvo, Macter Pharma, Sight Savers, Syngenta, Engro, Coca Cola Beverages, Central Depository Company, HUB Power Station and Aga Khan University.


In March 2010, we organized the CFO Conference 2010. In June 2010, we will be organizing the Marketing Conference in which BTL & ATL marketing firms will be showcasing their services and products, along with top-most corporate speakers from the sector sharing their thoughts and ideas on various aspects of marketing activities.

For Registration & Payment:

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