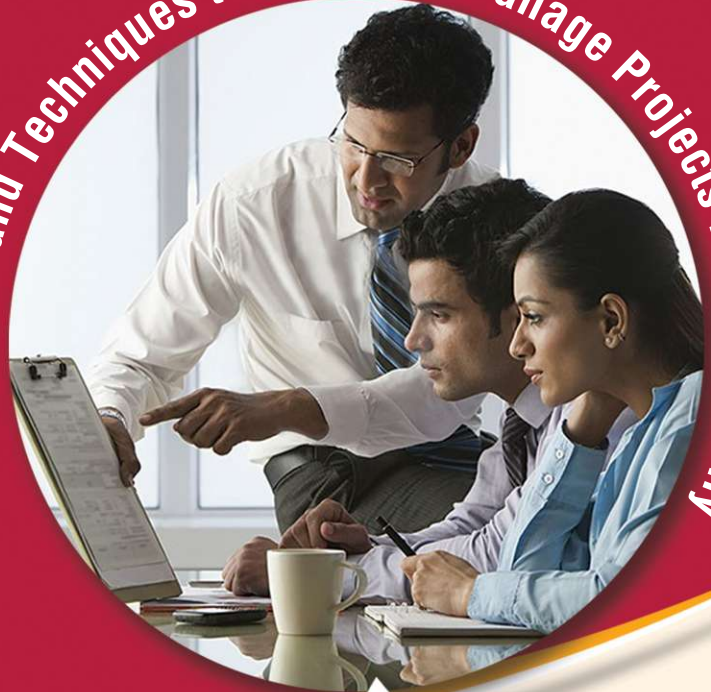


Project Management Toolkit[®]

Tools and Techniques to Help you Manage Projects Professionally



14 - 15 September 2011, Sheraton Hotel & Towers, Karachi
16 - 17 September 2011, Pearl Continental Hotel, Lahore
9:30 am - 5:00 pm



Course Facilitator:
Hassan Bin Rizwan
Certified Project Management
Professional (PMP[®])

This course
is based on the
**Project Management Body
of Knowledge (PMBOK)**
as approved by **PMI[®]**

Learning hours from this workshop
can be utilized as academic
coursework for
PMP[®] Certification.



Course Facilitator:
Hassan Bin Rizwan
 Certified Project Management Professional (PMP®)

Hassan Bin Rizwan is an entrepreneur, management consultant and conference leader with detailed professional experience in management consultancy and HR training both in the U.S. and Pakistan. From working as a salesman for CutCo Products, world's leading exclusive cutlery brand, to leading a US-based seed-phase start-up, HireLabs Inc., to a profitable acquisition; from providing sales capacity-building consulting to PepsiCo, U.A.E, to helping to launch the sales effort of 1st and 2nd Issue of Engro Rupiya Certificate, Hassan has had a cross-industry, cross-product experience of successfully leading and delivering goal-oriented projects, both at home and abroad.

As a consultant and facilitator, Hassan has worked with several local and international clients on short-term, high-impact projects that have delivered measurable results. His recent assignments include sales team development program of SSFL, U.A.E.; customized Sales Process Improvement at Reckitt & Benckiser, Pakistan; Sales Capability Enhancement at Pak Suzuki and Sales Team Capacity-building at Maersk Pakistan. Hassan also leads a digital design agency that provides marketing services in the emerging media space. He speaks at local and international conferences and recently represented Pakistan at Asia HRD Congress in Malaysia.

Hassan holds a Bachelor in Electrical Engineering from the U.S. and an MBA from IBA, Pakistan. Hassan is a Project Management International (PMI®) certified Project Management Professional (PMP®). He regularly attends courses and trainings both locally and abroad to enrich his own pool of knowledge and enhance his participants' learning experience.

Off the training floor, Hassan also hosted a weekly radio talk show on business affairs on Radio1 FM 91, Pakistan's premier radio station. Hassan also writes an active blog @ <http://www.hassanrizwan.com> on a variety of topics related to sales, personal development and growth-oriented business strategies. He has also been featured in the live BBC World discussion program formerly known as 'Talking Point' on several occasions.

Hassan has trained participants from:



Workshop Theme

Organizations thrive on change and this means that there is always a series of projects that aim to improve the productivity of organizations. These projects exist on all levels of organizational hierarchy and to ensure their effective completion, professional expertise is critical. The ability to complete a project on time and within budget comes from the knowledge of a set of tools that are specific to project management. This area of study is widely regarded as Project Management Body of Knowledge (PMBOK). Project Management Institute (PMI®) is considered as a worldwide authority on this subject.

In these two days, you will be introduced to the framework of professional project management and a set of tools that will help you keep your projects on time and within budget.

Key Benefits:

- Understand the concept of project management and appreciate its benefits
- Understand and apply the project management framework
- Set project scope and identify ways to measure its success
- Manage project cost, quality, risk and resources
- Manage effective project communication among team members
- Lead the project team with motivation and measure their performance
- Manage project reporting & deliverables

Who Should Attend?

This program is well suited for professionals from junior to middle management cadre who wish to enhance their project management skills.

Learning hours from this workshop can be utilized as academic coursework for PMP® Certification.

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Day One ►►► Project Preparation and Planning

Project Preparation

The four-step project management process

- Prepare
- Plan
- Execute
- Close

Project Charter and Scope

- What is the GOAL?
- The project charter – Project Vision Statement
- The Scope Boundary: Time, Cost and Deliverables

Project Planning

Activity Planning

- Breaking the project into smaller tasks – creating WBS
- Task Sequencing – Right time for the right task
- Precedence Diagram Method (PDM) & Arrow Diagram Method (ADM)
- Activity Resource planning

Activity Schedule Development

- Activity Duration Estimate thru Parametric Estimates & Three-point Estimates
- Schedule development through Critical Path Method
- Efficient scheduling through Schedule Compression method

Cost Planning

- Costing estimate through Bottom-Up Estimates process
- Cost Aggregation and Reserve Analysis

Risk Planning

- Risk identification through Checklist Analysis
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk response planning

Day Two ►►► Project Execution and Project Close

Project Execution

Project Communication Management

- Communications requirement analysis
- Information distribution: Project meetings & huddles
- Performance reporting within team
- Stakeholder communication management

Risk Management

- Risk reassessments and risk audits
- Managing risk register
- Strategies for positive and negative risks

Quality Management

- Using quality metrics to measure quality of processes and outputs
- Quality Assurance – concept and framework
- Quality Control – Flowcharting & Pareto Analysis

Project Change Management

- Change request and approval process
- Recording change and integrating with project scope

Leading Project Team

- Visioning with the team
- Motivating the team for higher productivity
- Building a Team Culture for better team coordination

Project Close

Project Deliverables

- Project actual output Vs planned output
- Comparative analysis: Scope, Cost, Time and Quality
- Project delivery report for stakeholders

Documentation

- Project plans and execution documentation
- Project change record document
- Lessons learned and recommendations



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Introductory Fee (per participant)

PKR
18,500/-

On 3 or more nominees
Save PKR 1,500
per nominee

Fee includes learning material, Octara certificate, lunch, refreshments and networking

Registration & Payment Options

- **E-mail or Fax your nomination(s) to:**
Muhammad Adeel Khalil
E-mail : madeel@octara.com
 : register@octara.com
Tel : 021-34534261, Cell: 0300-8937513
Fax : 021-34520708, 021-34546639
- Send your cheque in favor of "Octara Private Limited"
To: **Muhammad Imran Anwer**
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Bring Project Management Toolkit[®] In-house

This workshop can be customized to suit specific needs of your organization at significant savings.

Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732** for more details

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