

SECOND EDITION

May 18 – 21 2009
Oct 5 – 8 2009
Chester, UK

IChemE

PROJECT MANAGEMENT TOOLKIT

The Basics for Project Success

Project Management Toolkit Essentials

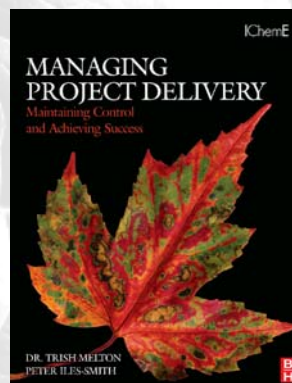
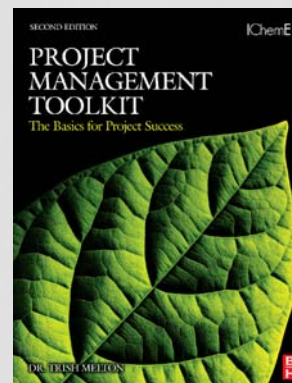
Practical Training for Successful Projects

'To the point, brief and entirely practical, 'PM Toolkit' is a route map for project success'
Bill Wilson, AstraZeneca

'I will be recommending more people attend this very practical course'
Keith Lucas, Foster Wheeler Ltd.

PM Toolkit Essentials training:

- ensures fast-track learning using practical real world exercises
- helps you do the right project, then do the project right
- enables you to realise sustainable benefits through understanding the link between the project and the business
- introduces unique planning and benefits concepts
- focuses on the critical 'soft' side of PM – people and communication - and develops a structured framework
- takes tried and tested tools and techniques a step further to help manage change and risk, then forecast the outcome
- provides realistic planning methodologies to minimise crisis management and maximise efficient project control
- is designed as a 4 day programme or separate stand alone training days and is based on the PM Toolkit series (books issued in addition to course material)



In-house learning opportunities?
If you have several colleagues interested in this course contact us for a free training quotation







TRISH MELTON

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v.bate@mimesolutions.com www.mimesolutions.com



Project Management Toolkit Essentials

<p>Day 1 - Project Management Toolkit</p> 	<ul style="list-style-type: none"> • Practical, entry level workshop designed to get you up and running fast • Simple step-by-step tools to help understand and manage each key project stage: WHY? – HOW? – IN CONTROL? - BENEFITS REALISED? • Provides a straight forward checklist format to maximise efficiency • Introduces a structured framework to manage people and communications • Helps you do the 'right' project, and do the project 'right' <p><i>'The course was perfect for my needs'</i> Dr James Booker, Principal Chemist</p>
<p>Days 2 & 3 – Planning & Delivery Toolkit</p> <p>Real Project Planning & Managing Project Delivery</p>  	<ul style="list-style-type: none"> • The HOW? stage: robust 'front end loading' will get the right people doing the right things at the right time • Failure to plan is planning to fail: projects are not just about cost, scope and time – an in-depth look at business, set-up and control planning (including contract planning) • Focuses on soft skills: manage the message and engage the stakeholders • Assess risk and change as part of planning, then get a step ahead with appropriate tool use and forecasting, applying lean six sigma value-add techniques • The IN CONTROL? stage: good planning enables accurate forecasting during delivery and ensures the business is ready for the project • Focuses on change management - forecasting and reacting to change appropriately • Introduces the feedback loop: without feedback you are simply monitoring history – control is about using team and tools to forecast the outcome • Demonstrates effective risk tracking mechanisms to ensure appropriate response • Develops cost, scope and time control tools and techniques to help manage change, risk and forecast outcomes <p><i>'I really benefited from the detailed explanations and overall project ethos'</i> Denis Ring, CEng, Lecturer</p> <p><i>'Excellent workshop delivered in a great format'</i> Kim Burford, Business Change Manager</p>
<p>Day 4 - Project Benefits Management</p> 	<ul style="list-style-type: none"> • The WHY? and BENEFITS REALISED? stages: puts the project in the context of the business – why did we do this project in the first place? • Challenges what is delivered – a project or measurable benefit? – introduces tools to identify the right programme of projects to match the needs of the business • Examines why projects fail – from a lack of planning, to poor links with the business • Builds a framework for assessing the impact of non financial benefits • Develops a way to challenge scope creep, ensure sustainable benefit delivery and track success metrics <p><i>'A great way to understand benefits right from the start'</i> Bill Wilson, Global Projects Director</p>

Who will benefit?:

Day 1 – those developing Project Management skills, or involved in any type of project intermittently throughout their career (business change, capital engineering or process improvement). Recommended foundation prior to Days 2 and 3.

Days 2 and 3 – Managers frequently involved in any type of project requiring more in-depth planning and control tools and techniques.

Day 4 – those requiring a more detailed working knowledge of benefits management and/or development of additional programme and business management skills. ...and those planning for these roles.

Presenter:

Dr Trish Melton BSc (Hons) PhD MBA CEng FICHEM is an independent project and business change consultant who has worked on projects worldwide throughout her career. Before she established her consultancy practice MIME Solutions Ltd in 2003, Trish spent over 20 years working on projects in the chemicals, pharmaceuticals and healthcare industries. She is the author of the Project Management Toolkit Essentials series, around which these courses are structured, and regularly presents at ISPE conferences on topics ranging from PM, to risk and lean manufacturing.



Project Management Toolkit Essentials

Practical Training for Successful Projects



Please complete this form and fax it to: +44 (0) 1829 759 330

Date (2009)	Day	Venue	Cost (not inc VAT)	Multi Course Cost (not inc VAT)	Tick Option
May 18	1	Queen Hotel, Chester, UK	£350	Any 3 days (ie days 1,2 & 3 or 2,3 & 4) - £895	
May 19 & 20	2 & 3	Queen Hotel, Chester, UK	£700		
May 21	4	Queen Hotel, Chester, UK	£350		4 days - £1150
Oct 5	1	Queen Hotel, Chester, UK	£350	Any 3 days (ie days 1,2 & 3 or 2,3 & 4) - £895	
Oct 6 & 7	2 & 3	Queen Hotel, Chester, UK	£700		
Oct 8	4	Queen Hotel, Chester, UK	£350		4 days - £1150

Last Name First Name Title

Company Job Title

Correspondence Address

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Telephone e-Mail

Academic Bursary Application (specify student or academic bursary)

Special Dietary Requirements

Payment details: Cheque Invoice

Please make cheque payable to 'MIME Solutions Ltd.'

Payment must be received in full prior to the event

Billing address for invoice (if different to above). If MIME Solutions is to invoice your company, please send this form along with a Purchase Order, or include a PO#:

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Discounts: Companies booking 2 places qualify for a 5% discount, 3 or more places qualify for a 10% discount. Multiple places must be booked at the same time to qualify.

If you would like accommodation at the Queen Hotel, the cost is £89 sgl, bed and breakfast. You may make a direct reservation at queenhotel@bestwestern.co.uk, telephone 01244 305000 or visit the website at: www.feathers.uk.com/queen/

Cancellation Policy: Cancellations made less than one week before the event will not receive a refund. Cancellations made 7-21 days before the event will receive a 75% + VAT refund. Substitutions welcome. We reserve the right to cancel or alter the programme. In the unlikely event of the programme being cancelled, MIME Solutions will make a full refund, but disclaim any further liability.

Once payment is received you will be issued with a confirmation. Joining instructions and pre-work requirements will be issued approximately one week prior to course commencement.

Please return this form with your remittance to:

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