

# Project Management 360°



## Why Project Management 360°

Thanks to the Internet, the trend towards globalization, consolidation in various markets, and the complexity of our fast-paced economy, organizations have a growing need for individuals who know how to manage project and lead teams.

## Our Methodology Features a Unique 360° Feedback:

Before the workshop, each participant receives Project Management “perception by others” questionnaires to be filled out by the participant, members of his/her project team, as well as the clients/end-users and supervisor(s). The questionnaires are processed online, and the results are personally distributed to each participant during the workshop.

## How do you know if Project Management is right for you?

Project Management 360° is for individuals who want to learn how to manage a project effectively through each phase of the project.

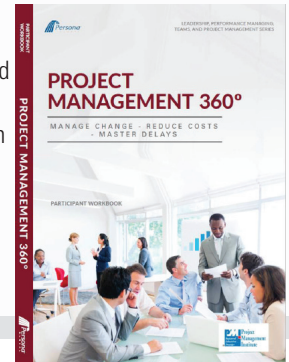
Furthermore, it teaches you how to handle change in the scope of the project, shows you how to lead and work with other people involved with the project, and offers a unique 360° feedback of your performance.

## The Challenges of Project Management:

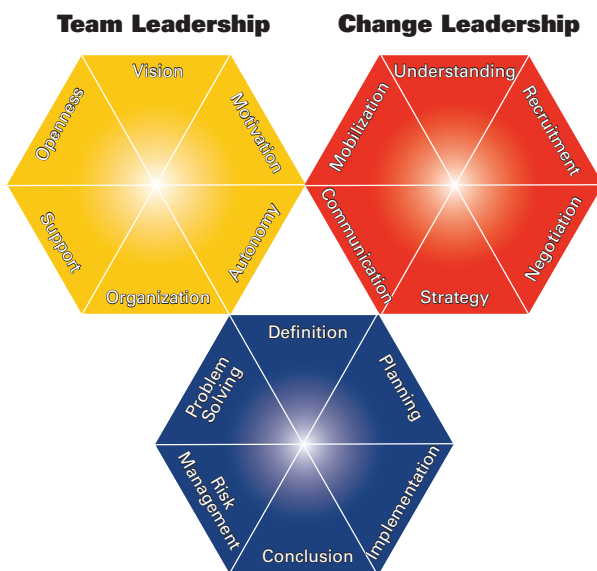
Project management is a means of organization and coordination that has become an important part of business management.

However, this has not always been the case.

Understanding the origins of project management and the reasons for its current development should allow us to optimize our approach towards the subject and its introduction to and implementation for our clients.



## Our 360° Feedback Indicates the Way in which an Individual's Performance is Perceived in Three Key Areas:



### Project Management Skills

The results, therefore, help each individual discover his/her unique area of growth and opportunity through reports, visual graphs, and recommendations.

## What will you learn from this course?

- How to manage a project from Definition-Planning-Implementation-Conclusion
- Use important tools and techniques for each phase
- How to develop effective communication to complete the project
- Identify, anticipate, and handle resistance
- Use different channels in the organization to move the project forward

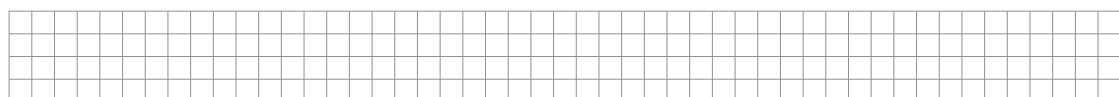


### ABOUT THE AUTHORS



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Partners and Consultants, Open' Act

Project Management 360° was conceived by the research and development team of Open' Act, Paris, France. The team was headed by **François Pham** and **Jean-Benoit Parat**, practicing management consultants who have done a broad range of project management training design and delivery for major firms, as well as extensive project management case studies and research across hi-tech industries, and industries where “time to market” has become a necessity. Today, they lead various consulting interventions for managers and project directors who would like to enhance project management processes (quality, cost, and deadlines), as well as to develop a project management based culture for their organizations.





- Define, Plan, Manage, and Complete a Project
- Motivate and Lead Various Teams
- Manage Change Successfully

## The Course Covers:

### Introduction – What is Project Management

- The key factors of failure and success
- The life cycle of a project and the reversed pyramid

### Phase I-Six Steps of Defining a Project

- Indispensable tools: “Scope” of the project, SWOT analysis, SMART goals, organizational techniques, and case studies (real life and/or theoretical)
- Reviewing and initiating the project: presentation skills

### Phase II-Six Steps of Planning a Project

- Tools and skills for planning (Pert, Gantt...)
- Techniques to analyze risk involved
- “Deliverables”

### Managing a Project Team

- Role-playing
- Team management skills
- The phases of maturity in a team
- Motivational techniques for the project team

### Managing Change

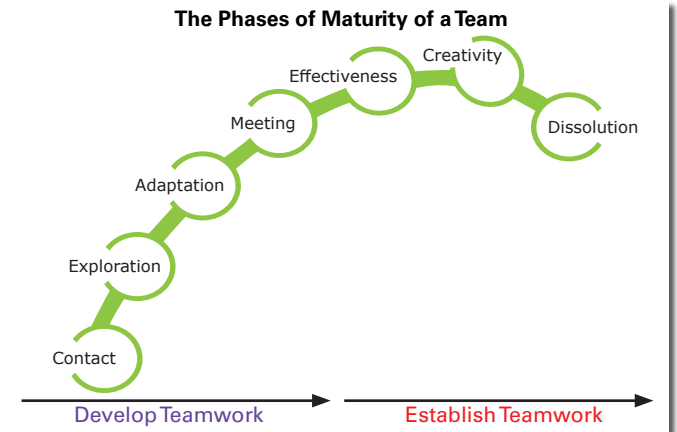
- Origins of resistance to change
- Determinants of change
- The different players in a project (Sponsors-Agents-Targets-Advocates)
- Mastering Change

### Phase III-Implementing the Project

- Action tracking (progress lines)
- Cost monitoring (“S” curves)
- Quality management progress

### Phase IV-Concluding the Project

- Essential Stages (transfer, observation period, final acceptance, project appraisal, etc.)



**Life Cycle of a Project in 4 Phases**

I DEFINING THE PROJECT		II PLANNING THE PROJECT		III IMPLEMENTING THE PROJECT		IV CONCLUDING THE PROJECT	
1. PRELIMINARY ANALYSIS OF THE SITUATION	Study reports, surveys, interviews, benchmarks, technology and research (for each), flow chart, etc. (SOP)	1. OUTLINING THE WORK APPROACH	Identified first activities	1. TRACKING PROGRESS	System of Tracking & Control (Tracking progress of tasks)	1. TRANSFER	Documentation of each deliverable (Transfer "know-how")
2. DEFINITION OF PROJECT OBJECTIVES	Aims of project (SMART objectives) (Opportunity studies)	2. IDENTIFYING THE PARTICIPANTS	Role of participants	2. RESOURCING PROGRESS	Checking with roles: Program Owner (Planning, tracking) and other: Science (Identifying, tracking) (Allocating more resources)	2. OBSERVATION PERIOD	Improvements (How can responsibilities be improved and maintained?)
3. CHOICE OF WORKING METHOD	Feasibility Study (For each task) (Start chart & Workload plan)	3. PREPARING THE TIMETABLE	General tasks (General workload plan)	3. PROJECT SCOPE		3. FINAL ACCEPTANCE	Final review (acceptance of deliverable)
4. PROJECT ORGANIZATION	SAW Profile (project team and work) (Allocation of resources, Coordinate (roles and responsibilities))	4. PREPARING THE BUDGET ESTIMATE	Budget Estimate	4. PROGRESS ISSUES/ SCENARIOS	System of communicating the progress in the project team (Periodic progress reports and reviews) (Interim coaching within the project team)	4. PROJECT APPRAISAL	Analysis of the performance of the project (Inputs, costs, quality, etc.) (Documentation) (Capture of new knowledge)
5. ASSESSMENT OF CHALLENGE	Preliminary budget assessment (SWOT analysis) (Preliminary risk analysis)	5. ANALYSIS OF RISKS AND OPPORTUNITIES	Role of identification, risk assessment and management actions (Risk Assessment)	5. VALIDATION	Quality Assurance (Initial review, acceptance of deliverables) (Quality Assurance) (Quality Assurance)		
6. COMMUNICATION	Project File (Presentation kit) (Communication plan)	6. COMMUNICATION	Address to project (Communication plan)	6. READY FOR DELIVERY			

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For more information about **Persona GLOBAL®** metrics and methodologies, please contact [info@personaglobal.com](mailto:info@personaglobal.com) or visit [www.personaglobal.com](http://www.personaglobal.com)



### ABOUT Persona GLOBAL®

Persona GLOBAL® is a worldwide provider of assessment tools and methodologies for corporations facing challenges in change leadership, communication, organizational alignment, sales, customer service and management. **Persona GLOBAL®** metrics and methodologies are currently available in 70+ countries; its programs have been translated in up to 38 languages. More than 1,600 certified **Persona GLOBAL®** practitioners around the world serve their clients as strategic business partners.

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- Motorola
- SONY Music Entertainment