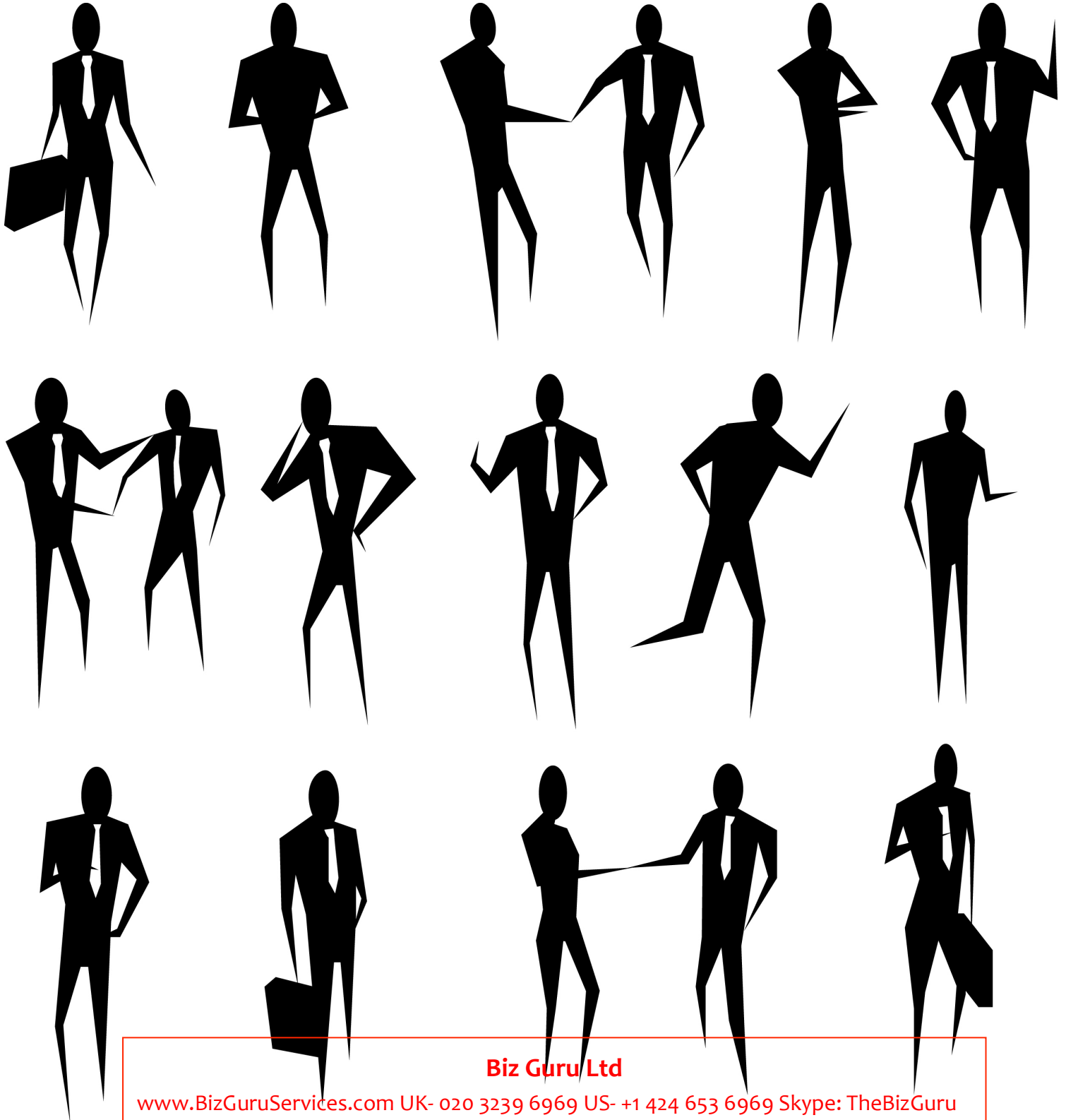


## CD Based Project Management Training Courses



**Biz Guru Ltd**

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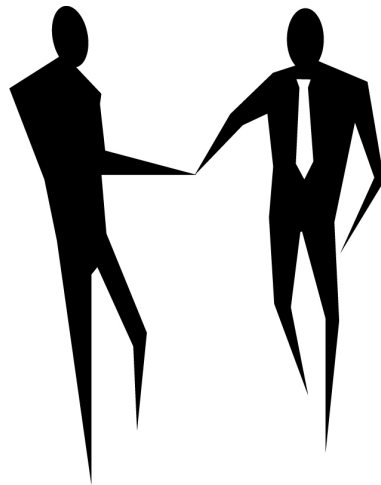
# **Project Management**

## **Means more control and greater success**

As the world becomes ever more competitive it is important that companies continue to expand. This means taking on more software, more technical platforms and more secure networks. Information Technology is for ever changing. Cloud computing, Big Data, Business Information Systems and even more cutting edge business solutions need to be implemented, quickly, effectively, efficiently and with as little drama as possible. Project Management is key!

Do you want to know what project management is all about or just want your projects to run more smoothly? Do you have a number of new project managers that need to be more organised? Do they need to document, plan and communicate far better? Are your teams in disarray? Projects over running and worse still – over budget?

You need project management training!



## OnTrack<sup>®</sup> Project Management

For those companies that prefer a shorter training course and a simpler project management methodology this course is for you. This is a detailed training course that includes supporting course notes, questions and workshops.



Attendees will learn how to plan a project and keep it on track! Control all the changes and problems as well as document them for later reference. Let all your team, users and clients understand what is going on and the successes that you have.

The course will also provide a simple to understand project methodology to ease you through the intricacies and problems of your project and provides a good understanding of project management techniques that can be continually referred to. It covers the vital skills of Project Planning, Control, Documentation and Communication. Complex questions and workshops to test your lessons learnt are included.

### Course Methods

This course is a mixture of animated slides and detailed course notes, workshops and considerable input from an experienced project manager.

#### Introduction

- What is a project?
- What does a project manager do?

#### Your Keys to Success

- **Planning:** producing a planning template.
- **Control:** baselines, changes & impacts.
- **Communication:** business, project & staff.
- **Documentation:** support, plan communicate & control.

#### Concise project methodology

Introduces you to a simple to remember method to manage your projects.

- **Decide** – get your project started correctly.
- **Design** – your end products
- **Develop** – make the project happen.
- **Deploy** – send your new project into the business.

#### Workshops

Designed to test and improve knowledge.

## OnTrack<sup>®</sup> Consultancy

Consulting is the provision of expert skills or advice in exchange for monetary reward. This course deals with the most common type of consulting - that of gathering information in order to make an informed recommendation or a finding.

The aims of this course are to give staff moving into internal or external consultancy, exposure to key consulting skills. Delegates will be given grounding in the key consulting skills well as the opportunity to explore problems and possible solutions from an experienced business manager.



It is anticipated that this course will particularly appeal to managers who wish to move into consulting either as members of large companies or as independent consultants. Managers who will be required to make formal proposals or prepare Feasibility Studies in a structured way will also find this course particularly useful. Computer staff working in the end-user environment will find this a useful introduction the business analysis.

### Course Methods

This course is a mixture of animated slides and detailed course notes and information. There are numerous questions to test the knowledge gained as well as workshops.

#### Introduction

What is Consultancy?  
The role of the Consultant

#### Part 1

Requirement Gathering  
The Business Requirement

#### Part 2

Methods of gathering information  
Effective meetings Questionnaires  
Walkthroughs  
Workshops  
Prototypes

#### Part 3

User Requirements  
What are they?

#### Part 4

Report Writing and Presentation  
Proposal writing and presentation

#### Part 5

Feasibility Studies  
The Business Case  
User Requirement Specification  
Proposals  
Questionnaires

## OnTrack<sup>®</sup> Business Analysis

Business Analysis is the ascertaining of business requirements combined with the interface and interaction between the users and technical project staff. A Business Analysts' work is concentrated at the beginning of the project and before the programming begins. They will analyse and document existing systems and business requirements. The technical documents will be written and explained with a business emphasise.



This course aims to give delegates grounding in the key business analysis and supporting skills and it is anticipated that this course will particularly appeal to managers who wish to move into business analysis either as members of large companies or as independent consultants. Managers who will be required to undertake formal business analysis or prepare Cost Benefit Analysis or Feasibility Studies in a structured way will also find this course particularly useful. Computer staff working in a technical environment will find this a useful introduction to business analysis and a forerunner to project management.

### Course Methods

A mixture of animated slides and detailed course notes and information. There are numerous questions to test the knowledge gained as well as several workshops.

#### Introduction

- What is business analysis?
- What is the difference between what is wanted and what is required
- Building a relationship with your clients

#### Defining the Business Requirement

- Scoping and defining objectives
- Requirement gathering techniques
- Investigation of various analysis methods
  - o Workshops
  - o Questionnaires
  - o Walkthroughs
  - o The interview
- Analysis Tools
  - o SWOT analysis

#### Workflow Analysis

- Processes and Procedures
  - o The difference between a process and a procedure
  - o Overview of how to write processes and procedures
  - o How to find problems with existing procedures and processes
- Organisational Structures

#### Analysis Deliverables

- Importance of User Authorisation
- Project Initiation Document
- User Requirements Specification
- Feasibility Study
- The Proposal

## OnTrack<sup>®</sup> Business Skills

In these fast moving times, people can often be promoted to their first management position without the key skills required to make a success of their career. We have recognised the need to provide new and improving managers with the key skills of: Time Management, Report Writing, Effective Meetings, Presentation Giving, and Staff Recruitment.



Managers who wish to acquire new business skills, either as members of established companies or for those starting out in their career or business will find this course particularly useful. Managers who will be required to make formal reports or attend meetings in a structured way will find this particularly useful.

### Course Methods

The course is a mixture of animated slides and detailed accompanying course notes. There are numerous questions to test the knowledge gained as well as several workshops.

#### **Time Management**

- Signs that all is not well
- So Much to do, So little Time!
- Time Thieves
- Managing your Time
- Time Rules

#### **Report Writing**

- Why reports are used
- Report Structure
- The Report Route
- Packaging and Presenting the Report

#### **Effective Meetings**

- Why hold a meeting?
- Preparing Yourself
- Organising the Meeting
- During the Meeting

#### **Presentation Giving**

- Why hold a presentation?
- Different types of presentation
- The Preparation

#### **Staff Recruitment**

- Advertising for staff
- Reviewing C.Vs/Resumes
- The interviews

## OnTrack<sup>®</sup> To A Great Interview

Who needs a good interview technique? – Those of us who wish to pursue their chosen careers with their chosen employers or those who are embarking upon a contracting career. This course seeks, with the use of clear instructions in key areas, to put you onto the **OnTrack® to a Great Interview.**

### Course Methods

The course is a mixture of animated slides, presented in MP4 format and detailed accompanying course notes. There are numerous questions to test the knowledge gained.



- What an employer is looking for
- Different types of interviews
- Stress and Stress Busting
- What happens at an interview
- Things to Remember
- The right kind of impression
- The right kind of content
- The right kind of answers
- Common questions asked
- Stressful Questions
- Some questions you can ask
- Some questions you must not ask?
- Common Howlers

## Terms and Conditions

OnTrack CD Based Courses	Cost
OnTrack Project Management <sup>©</sup>	\$175
OnTrack Consultancy <sup>©</sup>	\$175
OnTrack Business Analysis <sup>©</sup>	\$175
OnTrack Business Skills <sup>©</sup>	\$175
OnTrack to a Great Interview <sup>©</sup>	\$75

1. Each course is licenced for one user and one computer.
2. Heavy discounts are provided when ordering a series of training courses.
3. Full payment is required before the course is dispatched.
4. All fees should be paid in £'s and can be paid as follows:
  - Directly on the Web Site: All of our sites are able to take your credit card payments very securely, using the internationally renowned PayPal.com
  - Alternatively you may, by prior arrangement, transfer the costs direct to our bank account.

If you would like to discuss your company's training needs please contact Ms Lee Lister

[sales@bizguruservices.com](mailto:sales@bizguruservices.com)





## Lee Lister

Skype: TheBizGuru  
**Principal Trainer and Director**

Lee Lister, the director of Biz Guru Ltd, is a Management Consultant, Bid and Program Manager with more than 30 years management and consultancy experience and more than 20 years program and project management experience in projects for Banking, Finance, Insurance, Leisure and Government bodies. She also have more than 20 years bid management experience ranging from bids for medium companies to large international and country wide bids.

She has worked and trained all over the world and has managed many large teams, including numerous sub-contractors, sometimes over several countries.

On the internet she is known as The Biz Guru and owns and manages [www.BizGuruServices.com](http://www.BizGuruServices.com) [www.WriteAndCorrect.com](http://www.WriteAndCorrect.com) and [www.CDTrain.com](http://www.CDTrain.com)

She is a published author of 16 books including several on Project Management and Consultancy one on Project Management that can be found in major online book stores. Consultants Tool Box, OnTrack Project Management, OnTrack Finding the Winning Solution and Proposal Writing for Smaller Businesses *who want to become bigger businesses.*

