Solutions**4B**usiness Inc.

Project Management

FOUNDATIONS •
KNOWLEDGE AREAS •

Training Programs

" Excellence in Learning "

Who we are

Solutions4Business Inc. is a boutique Management & IT consulting firm. Recognizing client's needs with a unique deep-dive approach and adjusting our models to achieve organizational objectives is what sets us apart.

We are the Supply Chain Specialists. Our mission as your training partner is to help build & deliver dynamic program structures to increase the knowledge retention rate for the attendees. Our consulting team leverages its years of client expertise and transforms it into practical, interactive solutions based training.

Contact us

Address: Solutions4Business Inc.
              (Corporate Headquarters)
              48 West 48th Street, Suite #1116,
              New York, NY 10036
Email: training@soln4biz.com
              info@soln4biz.com
Telephone: +1 646-660-0935
              +1 724-713-1456
Fax: +1 425-740-9041

- Supply Chain Services
- Project Management
- IT Consulting
- Training Programs

www.soln4biz.com

Program Overview:

A project is a unique and temporary endeavor, constrained by time, cost, and scope, conducted with specific expectations. Project management plays a critical role in the achievement of operational goals, Effective education and thorough training in the art and science of Project Management are critical to competitive success. Our Project Management courses cover the Project Management Institute (PMI) Body of Knowledge, in overview as the Foundations course, and more comprehensively in nine separate Knowledge Area courses. The Foundations course is built upon participative small group exercises, to guide the knowledge development through the five project processes: Initiating, planning, executing, controlling, and closing. The Knowledge Areas program is a series of nine courses that provide in-depth education and training in each of management area as defined by PMI: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk and Procurement. Each course builds upon a hypothetical project which is assigned at the start of the day.

Who should attend:

The Foundations course is designed for those who are seeking a broad, basic understanding of the various principles, processes, and tools of effective project management. This course will benefit individuals in all functional areas in managing their respective activities, to achieve timely deliverables. The Knowledge Areas program is designed for those seeking more detailed and advanced education and training in a specific area or areas of Project Management. This program of nine courses is ideally suited for functional managers and those with project specific responsibilities, as well as project team members who are seeking to advance to a higher level of competence in project or portfolio management.

Skills You'll acquire:

The Project Management courses provide, at the Foundations level, an overall framework for a novice Project Manager to apply, and the separate Knowledge Area courses prepare the students with advanced concepts and tools, as well as thorough exposure to the body of knowledge as defined by the Project Management Institute (PMI).

Format:

Ten modules, one an overview of the foundations and the next nine focused on each of the knowledge areas comprising Project Management.

Cost:

Contact us for more information about the cost structure.

Credit Available:

Please contact Solutions4Business for further information on our training programs and relative credit available.

Credits towards PMP
CEUs will be awarded for each course
CPEs will be awarded for each course

Instruction is at the graduate level.

Trainer Pool:

Trainers include expert practitioners from industry and our experienced Consulting Team. We conduct initial assessments at the client site to understand the as-is business processes and IT Infrastructure in place to support on-going operations.

Our assessment team also gathers training requirements aligned to clients' custom needs.

Foundations

The Foundations course delivers a broad, basic overview of the principles, processes, and tools of project management. It segments the Body of Knowledge into nine knowledge areas, which form the structure of the Knowledge Area courses which follow. This course is built upon a highly participative group exercise and it guides the participation with the use of a number of templates and hands-on aids. The course describes the five process groups which proceed in sequence over the life cycle of a project.

1. Integration Management

All of the processes and activities which are needed to define, unify, and coordinate the many project management activities, are addressed in this Knowledge Area course. Integration activities are essential to successful project completion. Examples, templates, or checklists are provided to assist in hands-on exercises to understand a business case, project charter, project plan, Statement of Work, and closure

2. Scope Management

Processes are required to ensure that the project includes all of the work which is truly required, but only the work required. Defining, verifying, and controlling the scope, and guarding against scope creep, are all essential elements of proper scope management. These processes each occur in one or more phases of every project. The course strengthens skills in this critical area.

3. Time Management

There are six processes in Project Time Management: Defining activities, sequencing them, estimating resource requirements, estimating durations, developing a schedule, and controlling the schedule. They are preceded by the planning work of the project team. Scheduling methods including critical path method are dependent on these processes for successful management of the project's timely execution.

4. Cost Management

Project Cost Management means estimating, planning, and controlling costs, in order to achieve project completion within not only the scope and time constraints but also the approved budget. Developing approximations through aggregating work package costs, monitoring the expenditures and comparing money spent against results achieved, are all covered in detail in this very engaging course.

5. Quality Management

Project Quality Management begins with the design of quality policies, objectives, and responsibilities to allow the project to achieve the types of results which were specified in the charter. The concept of quality at the source will be applied, and the cost of quality will be considered as well at this stage. Quality audits and process analysis tools are covered, as they are key quality assurance tools. Flow charts, histograms, and scatter diagrams will be used to demonstrate and experience quality control activity.
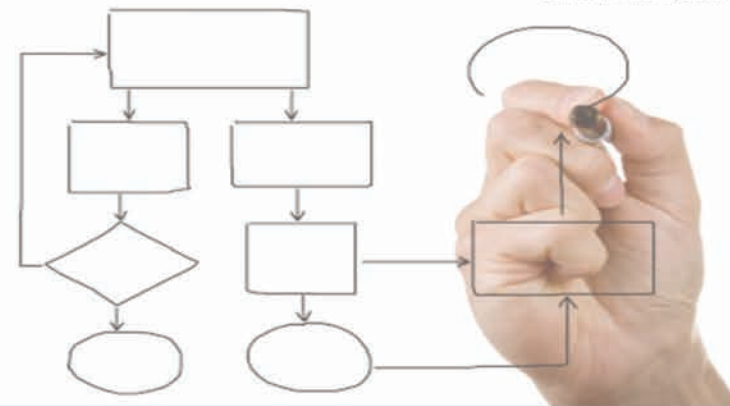
6. Human Resource Management

Project Human Resources Management is about organizing, managing, and leading the project team. As such, it begins with identifying the project roles and responsibilities. Recognizing that the team members and their time requirements can change often throughout the project, the project manager needs to utilize processes to develop the human resource plan, acquire the project team, develop their competencies, monitor progress and manage their performance.

7. Communications Management

Project Communications Management addresses the processes needed to ensure that project information is generated, collected, distributed, stored and retained in an effective and appropriate manner. Good communications bridge across stakeholders with varying levels of perspectives and expertise. First, the stakeholder identification process is studied. Then, communication plan documents are developed. Information management methods are considered, as well as ways to manage stakeholders' expectations. The course concludes with a section on communication performance management.

8. Risk Management

Project scope, timing, cost, and quality can all be affected by an uncertain future event. Project Risk Management activities are conducted throughout the life of a project, starting with identification and categorization of the risk factors for further qualitative and quantitative analysis. Risk matrices are demonstrated to prioritize efforts to mitigate, avoid, or accept the risk. Response planning is also covered, as well as a process to monitor and control risks as the project unfolds.

9. Procurement

Project Procurement Management includes those processes which are used to acquire products or services from outside the project team. Make vs. Buy Analysis, supplier selection, bidding, contract development, and contract administration, including supplier audits, scorecards and performance evaluation, are all covered in some detail in this course. Closure of procurements at the project's end, including negotiated settlements, is also addressed..

Program Offerings

Offer this Program at Your Location - Benefit from years of corporate expertise!

Bring the expertise of Solutions4Business' nationally recognized training consultants directly to your workforce. Benefits include: Sessions tailored to your business delivered at times convenient for your staff, Group learning and networking, Ideal forum for management participation in program delivery. Organizations large and small as well as academic institutions can take advantage of this on-site development opportunity. Select from our training' portfolio listed below or let us design a custom course for your business needs.

Additional Details:

For information on bringing this program to your location, contact us at: **(724) 713 - 1456** , or email us: **training@soln4biz.com**

The **Solutions4Business** Advantage!

We deliver education and training through a uniquely interactive, engaging approach, designed to enhance knowledge retention through an hands-on experience.

We offer a one-on-one training program customization using our proprietary process & training assessment models to suit client needs segmented by specific business units and functions.

> " We also offer "
> customized training
> specific to your organization's needs!

The **Solutions4Business** Pool of training Programs!

- Project Management Foundations
- Project Management Knowledge Areas
- Program Management
- Demand Management Knowledge Areas
- Customer Service Management
- Third Party Manufacturing Strategy
- Lean Logistics
- Lean Supply Chain
- Lean Sales & Operations Planning (S&OP)
- Waste Management Concepts

- Fundamentals of Materials management
- Inventory Management Foundations
- APICS Principles of Inventory Management
- APICS Principles of Operations Management
- APICS CPIM Certification Preparatory Training
- Successful Cross Border Supplier Management
- Supplier Cost Reduction
- Six Sigma: Yellow Belt Training & Certification
- Six Sigma: Green Belt Training & Certification
- Six Sigma: Black Belt Training & Certification