

ProjectFlow®

ProjectPro has released their landmark *ProjectFlow*® project management methodology which is available by attending the 4-day *ProjectFlow*® course.

This unique project management training course adopts a structured approach, based on the Project Management Institute's internationally recognised Project Management Body of Knowledge (*PMBOK*® *Guide*) 6th edition and ISO 21500: Guidance on Project Management. This creates a highly effective blend of a standardized approach and best-practice project experience. The knowledge, skills, tools and techniques learned at the beginning of the course are immediately implemented in a real-world simulation for maximum understanding and retention.

Each learner receives a CD containing the *ProjectFlow*® methodology which is based on the latest *PMBOK* 6th edition. This methodology is used on the course to take the learners through the sequential flow of processes and documentation from Project Charter through all the phases to Project Close-out. Templates and sample documents are provided on the CD for ease of use and to maintain a consistent planning approach.

The first two days on the *ProjectFlow*® are spent exploring the *PMBOK*® *Guide*, i.e. the ten management areas of Scope, Time, Cost and Quality, Communication, Risk, Human Resources, Procurement, Stakeholders and Integration. The six processes/ domains of Initiating, Planning, Executing, Monitoring & Controlling, Closing and Professional Responsibility are also explored.

Lateral thinking, brainstorming, videos, problem-solving exercises and teamwork ensure that the *ProjectFlow*® methodology is intertwined with the facilitation to boost flagging concentration and to shift the learning process into top gear.

On days three and four the teams must develop a major deliverable, namely a Project Management Plan. Using real-world tools such as notebook computers loaded with Microsoft Project, PowerPoint, Excel, Access, Word, the course is placed in the correct context. The techniques learned on the previous two days are applied to test the learner's understanding thereof e.g. producing a scope statement, work breakdown structure, project organisational structure, risk analysis, responsibility assignment matrix, activity networks, critical path analysis, budget, earned value management, etc.



On day four the teams have an opportunity to prepare the presentation of their Project Management Plans. Each team member must present a portion of the project management plan. The facilitator gives feedback to the teams on the content of the Project Management Plan and the presentation thereof on the afternoon of day four. Projects and courses must all come to an end. On the afternoon of day four the last deliverable for the *ProjectFlow*® learners is to produce a close-out report on the achievement of project objectives and to document the lessons learned.

The course facilitators, draws on decades of project management experience, to adapt the *ProjectFlow*® content to satisfy the needs of the delegates and their organisations, and are Certified Project Management Professionals.

At the end-of-course function, after four days of intense effort, the delegates can at last relax and recall their experiences over well-deserved sundowners. Certificates of Achievement are awarded to learners on successful completion of the *ProjectFlow*®.

Registration Form

Management Approval (Please sign and print name)

Course	Venue
<input type="checkbox"/> On Request	Centurion, Gauteng

Course Fee: **R 15 408***

(Includes 4-day workshop, *PMBOK*® *Guide* 6th Edition, *ProjectFlow*® V1.1 methodology CD, ProjectPro T-shirt, team photo and certificate of achievement (lunches and refreshments included))

Workshops throughout Southern Africa can be arranged on sufficient demand (minimum 8 delegates)

TERMS AND CONDITIONS

Upon receipt of registration form an invoice will be issued. Payment should be made within five days from receipt of invoice. An official purchase order should be received prior to commencement date.

CANCELLATIONS: 30 days prior to the course, 75% of the registration fee is refundable, 14 to 7 days prior to the course, 50% is refundable. Within 6 days of the course and **NO SHOWS, NO REFUNDS.**

SUBSTITUTIONS: Delegates can be substituted at any time at no extra cost. Please inform us of the new Name (s) for registration purposes.

Due to unforeseen circumstances we reserve to change the dates, and venue. Notification will be made not less than 5 working days, so please enquire before making final travel and accommodation arrangements

*Discount of 10% is offered for third and subsequent candidates on the same workshop and on one invoice.

***PLEASE NOTE:** Payment is required in full 5 days from date of invoice.

Name _____	
Company _____	
Company VAT number _____	Company Order number _____
Address _____	
Phone _____	Mobile _____
Signature _____	

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