

# Managing Projects on a Reduced Budget

*A complete set of tools-&-techniques for delivering successful projects under harsh financial & economic conditions*

16 PDUs

February 28 – March 01 2011

Belgrade, Serbia

## Seminar Leader



**Richard A. Graham, PMP**

B.Sc (Hons.), LLB (Hons.),  
C.DipAF, MAPM

## Venue

Best Western Hotel M Belgrade



## Seminar Focus:

**Discover** how to focus on project success

**Get** a grip on project financial analysis

**Understand** the project asset management

**Realize** the importance of estimating

**Create** optimum cost estimates and budgets

**Design** and manage the optimum schedule

**Comprehend** the customer and supplier contract management

**Manage** how plan, minimize and mitigate the project risk

**Implement** realistic contingency budgets

**Learn** the processes and techniques for effective recovery of troubled projects



Demand for this program is so high that events were organized back-to-back in Berlin, Budapest, Copenhagen, Ljubljana, Prague, Stockholm, Vienna, Warsaw and Zagreb

>>>Featuring round-table discussion with Serbian Business Leaders<<<



Miroslav Miletic  
CEO  
Bambi a.d.



Tatjana Lukic  
Senior Advisor  
USAID Project  
Booz Allen Hamilton



Zoran Vasic, PMP  
Managing Director  
GoPro



Jelena Petkovic  
Executive Director  
Tigar a.d.



Nebojsa Rako  
President  
Association of Serbian  
HR Professionals

This is the only program focusing on **real-life implementation** of Reduced Budgets Management, rather than academic theory of it

ORGANIZED BY

**KTC International**  
Success through Competitive Intelligence

**PMI** PROJECT MANAGEMENT INSTITUTE  
YU CHAPTER

**AHRP**  
Asocijacija HR Profesionalaca

**OV** consulting  
agency

## OVERVIEW

Since late 2008, we live in the **World of Decreased Project Budgets**. The world is in the grip of a financial recession that has shaken the global economic system to its foundation. Services are coming under pricing pressure and margins are eroding, which in turn affects investment in infrastructure and new technology.

This Seminar has been specifically developed as a response to challenges that organizations face in ever-more demanding business and project environment and tight financial conditions they operate under.

This Seminar is aimed at all business functions involved responsible for Projects planning and execution. It is modular in nature and examines a number of areas of best practice aimed at optimizing project success. It goes beyond the academic clarification of triple constrain and addresses mission-critical challenges that Budget and Project Managers face in a day-to-day real World project settings.

The Seminar is highly participative, including a mixture of discussion, exercises, practical tools and case studies.

### For certified PMPs event awards 16 PDUs

- ✓ Project, Program & Portfolio Sponsors and Managers
- ✓ Finance Managers
- ✓ HR Managers
- ✓ Procurement Managers
- ✓ Marketing & Sales Managers
- ✓ Operations Managers
- ✓ All who are committed to delivering successful projects on a reduced budget

## WHO SHOULD ATTEND

## ORGANIZERS

**KTC International** specializes in providing professional training and related managed services to leading corporations worldwide

We provide the full range PM Consultancy and Training. Our vast network of internationally recognized expert consultants and thought leaders ensures the highest return on your investment. All our people are professionally certified Project Management Experts, holding the PMP® and PgMP® credentials, awarded by Project Management Institute® and Prince2® awarded by UK Office of Government Commerce.

**OV Consulting** is a management and financial consulting & advisory agency and KTC International partner for Serbia

Our financial management team helps organizations in the public & private sectors to automate and accelerate the consolidation process, improve cash flow, streamline processes, optimize their cost base, increase the relevance and timeliness of communication and financial information, measure and manage their business performance

# DAY 1 AGENDA

08:00 – 08:30

08:30 – 10:00

10:00 – 10:30

10:30 – 12:00

12:00 – 13:00

13:00 – 14:30

14:30 – 15:00

15:00 – 16:00

16:00 – 16:30

16:30 – 18:00

18:30 – 21:00

# FEBRUARY 28

## REGISTRATION & WELCOME COFFEE

### SESSION 1: INTRODUCTION: FOCUSING ON PROJECT SUCCESS

- The project as a business unit
- Identifying project success factors
- Identifying customer scope/ time/ cost sensitivities

#### Case Study/ Exercise

### NETWORKING & COFFEE-BREAK

### SESSION 2: PROJECT FINANCIAL ANALYSIS

- The project as a business unit
- Measuring Profit & Loss, Balance Sheet, Cash Flow
- Optimizing profitability

#### Case Study/ Exercise

### LUNCH

### SESSION 3: ASSET MANAGEMENT

- Cash is King!
- Importance of cash flow
- Billing and Recognizing Revenue
- Managing Accounts Receivable
- Managing Work In Progress/ Inventory
- Managing Fixed Assets

#### Case Study/ Exercise

### NETWORKING & COFFEE-BREAK

### SESSION 4: IMPORTANCE OF REALISTIC ESTIMATING

- Creating realistic cost and schedule estimates
- Optimizing scope/ time/ cost balance

#### Case Study/ Exercise

### SESSION 5: CREATING OPTIMUM COST ESTIMATES AND BUDGETS

- Principles of costing
- Cost estimation
- Forecasting techniques
- Using Discounted Cash-flows, Economic Value Added

### **ROUND-TABLE DISCUSSION WITH SERBIAN BUSINESS LEADERS**

*Aligning PM best-practices with Corporate Strategy to drive Profitability*

**VIP Party In Vino Veritas:** 2 unforgettable hours, enjoying great music & best Serbian cheeses, wines and more...

# DAY 2 AGENDA

08:00 – 08:30

08:30 – 10:00

10:00 – 10:30

10:30 – 12:00

12:00 – 13:00

13:00 – 14:30

14:30 – 15:00

15:00 – 16:30

16:30 – 17:00

17:00

## MARCH 01

### REGISTRATION & WELCOME COFFEE

### SESSION 6: CREATING AND MANAGING THE OPTIMUM SCHEDULE

- Principles of scheduling
- Focusing on effective delivery using critical path
- Optimizing resource effectiveness

#### Case Study/ Exercise

### NETWORKING & COFFEE-BREAK

### SESSION 7: CUSTOMER AND SUPPLIER CONTRACT MANAGEMENT

- Optimizing delivery, price and payment terms in customer contracts
- Optimizing delivery, price and payment terms in supplier/contractor contracts
- Developing and applying a successful procurement strategy
- Making the make-or-buy decision
- 7.1.2 Estimating Costs: Tools & Techniques
- 7.2.2 Determining Budget: Tools & Techniques

#### Case Study/ Exercise

### LUNCH

### SESSION 8: RISK PLANNING - MITIGATING RISK & PLANNING REALISTIC CONTINGENCY BUDGETS

- Risk Identification
- Risk Analysis
- Risk Planning
- Contingency Budgeting

#### Case Study/ Exercise

### NETWORKING & COFFEE-BREAK

### SESSION 9: RAPID RECOVERY OF TROUBLED PROJECTS

- Applying an effective model for recovery of troubled projects
- The recovery mandate
- Project Assessment
- recovery plan development
- recovery plan implementation

#### Case Study/ Exercise

### SESSION 10: LESSONS LEARNED AND ACTION PLANS

### End of Seminar

## SEMINAR LEADER



**Richard A. Graham, PMP**  
B.Sc (Hons.), LLB (Hons.),  
C.DipAF, MAPM

**RICHARD A. GRAHAM PMP**, has been involved in projects for over 20 years. He has been active with a wide range of industries, including pharmaceuticals, chemicals, engineering and manufacture, construction, information systems and telecommunications and has held senior roles in Astra Pharmaceuticals, Eli Lilly, IMC and British Alcan.

Rick has a special interest in the risk and recovery aspects of projects, as well as in project contracting. He teaches a module of the MBA and Operational Research courses of a major UK business. Rick is a certified Project Management Professional® by PMI® and is a member of PMI's Risk Management Special Interest Group.

Rick is a popular key-note speaker and course facilitator on the number of project management topics, including Risk, Governance, Financial Aspects and Recovery of Projects.

His recent assignments include delivering project consultancy and management training work for British Telecom, Deutsche Telecom, BP, Bechtel Corporation, Dubai Construction Authority, Vodafone, Siemens, Skanska, Tetrapak, Microsoft, Nokia and Ericsson among others. Rick is also a certified lawyer and certified public accountant in UK.

## OUR TRAINING WORKSHOPS:

### The Professional Training Experience

Our training courses are all about interaction and involvement – you will learn by doing, rather than just simply listening. We deliver a balance of theoretical concepts enhanced with proven global & local best practices.

#### **IT'S NOT JUST WHAT YOU LEARN – IT'S HOW YOU LEARN IT!**

##### **The benefits of KTC training method:**

- The best international instructors with technical and practical knowledge to satisfy even the most demanding attendee
- Up-to-date, real-life case studies, highly interactive discussions, simulations and practical team exercises
- Action Learning approach to encourage participants to draw upon each other's expertise, knowledge and experience
- Pre and post course questionnaires to identify expectations and determine their level of knowledge attained
- An integrated curriculum to develop your Project Management, Sales & Marketing competencies and achieve professional certification

## VENUE



## HOTEL M

Serbia, 11000 Belgrade  
Bulevar Oslobođenja 56a  
Tel: +381 11 30 90 505  
[www.hotel-m.com](http://www.hotel-m.com)

**Best Western Hotel M** has 176 rooms, 8 conference rooms, business center, restaurant, two internet cafés, tourism agency, parking space with the capacity up to 150 spots.



Get a breath of fresh air from national park "Banjica forest". Wake up refreshed and well rested. After enjoying our rich and delicious buffet breakfast you will still reach every destination in Belgrade in a short time.

Surrounded by greenery in the century of concrete with birds tweeting and very close to the city center. Banjica forest takes care of your health while Hotel M provides you with pleasant accommodation.

### The Official Hotel of the Serbian Football National Team

#### Arrival by car

From Highway E-70 after you pass Toll Simanovci -Sid, you just need to go straight. You will pass Airport Nikola Tesla, then you continue through Novi Beograd, you will pass Sava Centar on your left, please continue 1.50 km to Bridge Gazela, then take third turn on your right (you will see the sign Centar 2). Continue toward Square Auto Komanda, then you need to enter Street Bulevar Oslobođenja, you pass Stadium Red Star, you pass Gas Station, after couple of minutes you will see Best Western Hotel M on your right.

#### Arrival by train

Only 5 km away from the train station. In front of the train station You can take tram number 9 that will take you directly to Best Western Hotel M. You must pass short 10 stops, Your last stop is in Street Kapetana Zavisica then when you get off the tram, please go back few steps, then on your left you will see small street with trees- this is street Kapetan Zavisic, go down street and after 5 minutes of walk you are in front of Best Western Hotel M.

#### Arrival by plane

From Highway E-70 after you pass Toll Simanovci -Sid, you just need to go straight. You will pass Airport Nikola Tesla, then you continue through Novi Beograd, you will pass Sava Centar on your left, please continue 1.50 km to Bridge Gazela, then take third turn on your right (you will see the sign Centar 2). Continue toward Square Auto Komanda, then you need to enter Street Bulevar Oslobođenja, you pass Stadium Red Star, you pass Gas Station, after couple of minutes you will see Best Western Hotel M on your right.



# Managing Projects on a Reduced Budget

A complete set of tools-&-techniques for delivering successful projects under harsh financial & economic conditions

To reserve your participation please complete the registration form and fax it back to +36 1 998 0173

PARTICIPANTS' INFORMATION			EVENT DETAILS	
Name			Managing Projects on a Reduced Budget	
Job Title			February 28 - March 01 2011	
e-mail			BW Hotel M	
Name			Belgrade, Serbia	
Job Title				
e-mail				
			<b>REGISTRATION FEE</b>	<b>Please mark appropriate box!</b>
Name			Standard Individual Fee	€ 550 / delegate
Job Title			<b>AVAILABLE DISCOUNTS</b>	<b>Please mark appropriate box!</b>
e-mail			PMI Member discount (15%)	€ 465/delegate
Name				
Job Title			AHRP Member discount (15%)	€ 465/delegate
e-mail				
Name			<b>3+1 Package (25%)</b>	€ 1,650 for 4 delegate
Job Title			Register 3 places and receive the 4 <sup>th</sup> <b>FREE</b> of charge	
e-mail			Discounts & Promotional Offers cannot be combined. In case of multiple discounts availability, the higher discount applies.	
REGISTERING ORGANIZATION			AUTHORIZATION	
Name			I certify that the above information is correct. I am aware of the prerequisites of the registration.	
VAT No.				
Street			Name	
City			Job Title	
Country		Post Code	Signature	
Phone No.			Date	
<b>TERMS &amp; CONDITIONS</b>				
<b>Hotel Accommodation &amp; Airport Transfer</b>				
Accommodation is not included in the training participation fee. To arrange accommodation at the conference venue, you will receive a reservation form with our Special Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.				
<b>SALES CONTRACT</b>				
This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and agreed in good faith.				
1. <b>Fees:</b> Registration fees are inclusive of program materials, luncheons and refreshments, but exclude accommodation and travel expenses.				
2. <b>Payment terms:</b> Following the receipt of the registration form, all payments are due within 10 (ten) business days. All payments must be received before the commencement of the event. After registration all payments must be executed within the terms herewith irrespective of attendance. Should a portion of the Contract price be subject to state, federal, or local taxation, or VAT if applicable, the Executor reserves the right to add such charges to the final invoice or recover such sums from the Client at the time when they become due.				
3. <b>Cancellation/Substitution:</b> Substitution is allowed by providing a written notice is given to the Executor, not later than 2 working days before the event. Otherwise all registrations carry a 50% cancellation liability of the contract value immediately after an authorized registration form has been received by The Executor. By signing this registration form the client agrees that in case of any dispute or cancellation The Executor will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason The Executor decides to postpone or cancel the event, The Executor is not responsible for covering airfare, hotel or any other cost incurred by the clients. Any cancellation received in less than 10 working days before the event carries 100% payment liability. No refund, partial refund or any alternative offer shall be made.				
4. <b>Indemnity:</b> The Executor reserves the right to change the event content, date, and venue should circumstances require. In such cases no penalty, partial refund or refund or alternative offer shall be made. In the event of the Executor permanently cancels the event for any reason whatsoever, and provided that the event is not postponed or merged with any other event at a later date, the Client shall receive full payment returned in 14 business days after the proposed initial date of the event. The client hereby indemnifies and holds the Executor harmless from and against any and all costs, damages, expenses including attorney fees, which are incurred by the Client.				
5. <b>Copyright:</b> All intellectual property rights in all materials produced and distributed by the Executor are expressly reserved and any unauthorized duplication, publication or distribution is prohibited without written permission of the Executor.				