Projects

PROJECTS IN SYMPHERA

Change management and project delivery is what our team of consultants do for a living. They have been doing it for years at work, at home and at conferences. We enjoy it; it is our mission, our profession and our fun.

We help our clients across industries (telco, IT, construction, automotive...) with all types of projects from PMOs to portfolios, projects to large programs. We can help smaller start-ups as well as large corporations. Change management and project management is our hobby – we do it not only at work but also in our free time, and we are proud that our clients are satisfied with our services.

In the text below you will find:

- Overview of Project trainings
- Overview of Projects consultations
- Examples of our work
- References

For more information, please contact us at eva.kotrlova@symphera.com.

OVERVIEW OF PROJECT TRAININGS

PRINCE2® Foundation *(3 days, certification)*

We will break the preconceived notion that PRINCE2® is an outdated and obsolete project management methodology based on paperwork and meaningless processes. You will learn **who is who** on a project, understand the **key principles of project management** and be able to talk to project managers around the world. You will learn to apply **universal project management processes** to **simple and complex projects**.

PRINCE2® Practitioner *(3 days, certification)*

Do you have basic processes, planning and organization of projects using the PRINCE2® methodology down pat? Verify your **knowledge with one of the most prestigious certifications in the PM world**. The PRINCE2 Practitioner course is the next step for **all graduates of the PRINCE2® Foundation training**. The certification uses a case study to verify your ability to apply the PRINCE2® methodology in practice. We will make sure that you are well prepared for the certification exam that concludes this course.

PRINCE2® Foundation – listening in *(half day in the PRINCE2® Foundation course)*

Come and watch the morning session of the first day of the PRINCE2 Foundation course. You will learn the basics of the PRINCE2 methodology in an interactive way, view the training materials and meet our lecturer. You will then have the opportunity to decide, based on your personal experience, whether to attend the full PRINCE2 Foundation training with us along with certification.

PRINCE2® Agile Foundation *(3 days, certification)*

How to deal with the "buzz word" of today? Incorporate elements of Agile into project management! Agile is the perfect extension and complement for every modern project manager. You will learn the basic Agile methods and principles, including how to incorporate them into your day-to-day project management.

MSP®: Managing Successful Programmes

Ensure your program has a **clearly defined and communicated vision** and the support of your board of directors and the entire company. Program management is the **coordination of a group of projects, their organization and management**. MSP® can be **applied to programs of any types or sizes**. Learn how to align corporate strategy and implementation mechanisms, continuously monitor program status, reap benefits and support realistic expectations within your organization.

Key Principles PM *(half day, 1 day, 2 days, non-certification)*

Are you unsure about **who is who on the project and what their responsibilities are**? Do you need to align **project management approach, terminology and documentation** within your team? Expand your **knowledge and skills in the core areas of project management** based on **best practice principles**, such as PRINCE2® or PMBoK®.

Risk management *(1 day, non-certification)*

Risk management is not a filled-in risk register. **Risk management is about taking a proactive approach** to concerns about what may put the project at risk. During the training, you will learn about the entire **risk management lifecycle**, with many hands-on experiences. Above all, you will learn **how to approach risks in a pragmatic and meaningful way**.

Project Planning *(2 days, non-certification)*

Uvidíte, **jak správně naplánovat projekt** a budete mít možnost rovnou aplikovat znalosti na příkladech z praxe. Naučíte se **nadefinovat rozsah, rozpadnout ho na produkty** a **určit příslušné aktivity.** Zvládnete také odhadovat pracnost, určit, kde se nachází kritická cesta a jak ji zkrátit. Zkratky PBS, PFD, WBS, SPI pro vás už nebudou neznámým pojmem.

Stakeholder Engagement *(2 days, non-certification)*

The key to the success of the project is the **satisfaction of (not only!) key people**. Who are they? What are their goals and wishes? How to communicate with them effectively, how to engage them and manage their expectations? You will learn all this and much more in the course. You will become familiar with proven techniques and skills in the field of Stakeholder Engagement, and you will try many of them out. Through them, you will learn how to identify common interests with stakeholders, gain their support and actively engage them to the benefit of your goals.

Contracts & Negotiation *(2 days, non-certification)*

Gain a **basic understanding of contracts to better position yourself to negotiate with lawyers and higher authorities**. Learn how to use **negotiation skills** to identify the other party's objectives, **how to break down barriers that prevent creative proposals from being negotiated**, or perhaps which parts of project contracts are typically problematic and difficult to negotiate. Under the guidance of experienced experts, you will have the opportunity to try out negotiation in model situations, practice proven techniques, and learn advanced principles.

Key Principles of Program Management *(1 day, 2 days, non-certification)*

Learn the **core principles and practices** of program management that support the success of any transformational change, helping an organization set the right leadership and team organization and that guide the program management lifecycle, from initial concept to achieving a **new level of results and successes**.

OVERVIEW OF PROJECTS CONSULTATIONS

PM/PgM as a service

We will start/take over a project or program and **ensure its delivery**, even if it is facing a number of problems. We always **draw on best practice and years of experience** across industries, project sizes and even programs. **We will reliably hand over the project to your internal PM** if required. This service will be provided by a capable team consisting of an **experienced project manager** supported by a **senior PM expert** as well as **PM support** (junior project manager), enabling us to deliver an **exceptional quality service at the best possible price**.

Project/Program Assurance

We help to **increase the success rate of projects** while **improving the competence and expertise of the team** involved in the project. For example, we can assist the sponsor in **strategic project management** or **support the PM** in assembling a project team, preparing a business case, or reviewing the project plan. Above all, our goal is to add value to you and your projects.

Project/Program Management Mentoring

Do you need a "**friend on the phone**" for project or program management? We will provide you with practical help – get in touch with us! **We can advise and help** you with team setup, project/program planning, risk and subcontractor management, delegating to the team, progress monitoring (EVM) and many other activities. We will share with you our **long years of experience and successful management practices** (e.g. including communication with stakeholders).

PM Assessment

Using the proven PM Assessment tool, we will reveal the **strengths of your project and program managers** and recommend **key areas for improvement and further development**. We provide an **individual approach** (CV analysis, interview with an experienced PM, etc.). The result for you will be a comprehensive report summarizing **key points for your management** (organization benchmark) as well as **individual reports for managers**. We use **proven project management standards** that are in line with **HR best practice**.

Project Team Development

We can help you ensure an **effective development of your project managers and their teams**. Together with you, we will set the **levels of seniority**, assign individual PMs to them, regularly **evaluate them** and **ensure their ongoing training**. We will look at possible **career paths** and align the rules for assignment to projects (seniority vs. project complexity). The result will be an **effective and motivated project team**, working towards your company's goals.

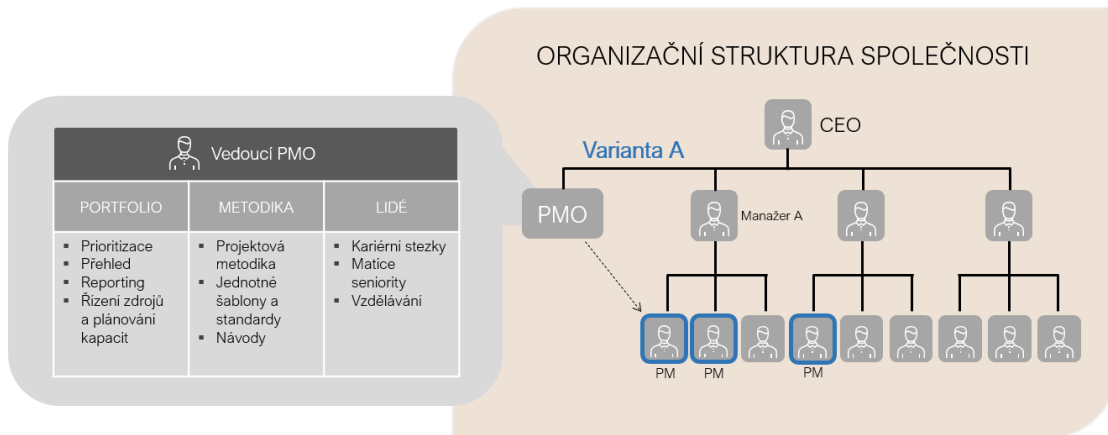## Developing and Implementing PMO and Methodologies, Smart Templates

We will set up (and, if necessary, manage) the **P3O in its entirety**; from **Portfolio Management**, **Delivery to Center of Excellence**, all that with the most effective methodological support. We base our methodologies on **global best practice**, e.g. PRINCE2®, MSP® and PMBoK®. We also draw on our **abundant experience from setting up 'green-field' Project Offices** to **transforming them with agility in mind**. Depending on your needs, we can create a tailor-made **methodology, templates** for necessary documents, set up **basic processes** or **train** Project Office staff.
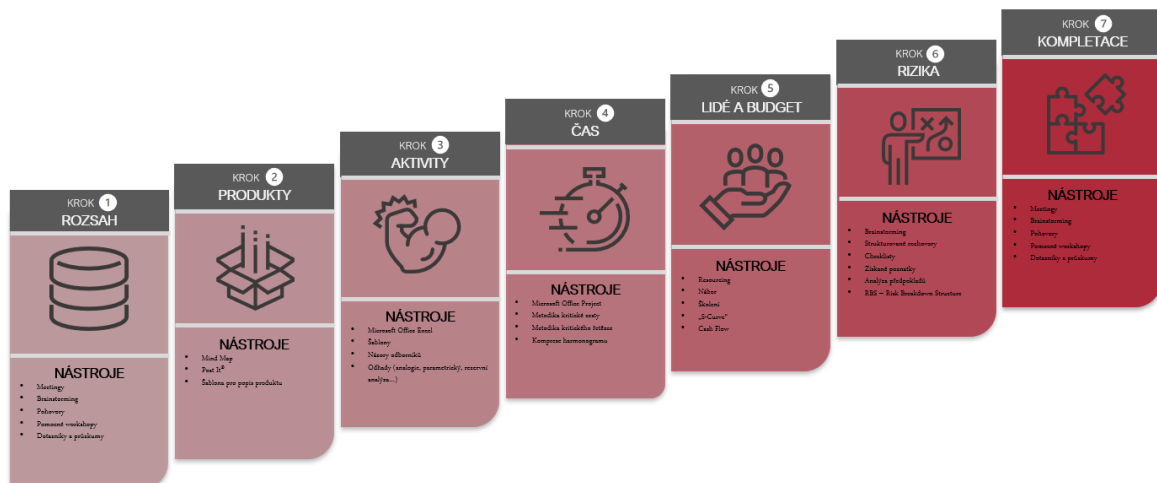
Audits

Using the proven international **P3M3 maturity model** and our **expert experience**, we can help you reveal the **strengths and weaknesses of your project, program, PMO** or **transformation**. We can also tailor an audit of a **department** or your **entire company**. We will evaluate commercial, organizational and management aspects and make specific recommendations. If you wish, we will be happy to guide your **internal auditors** through the entire process and **train** them in the subject.

EXAMPLES OF OUR WORK

Projektová kancelář

ORGANIZAČNÍ STRUKTURA SPOLEČNOSTI

7 KROKŮ PLÁNOVÁNÍ

PM ASSESSMENT

Rozvoj týmu

REFERENCES

Lukáš Průcha

Volkswagen Financial Services CZ, Project Manager

Symphera's PRINCE2 Foundation training was excellent and exceeded my expectations. Detailed materials, an appropriate combination of theory and practice and the use of interactive tools during the training – all this helped me to successfully pass the certification exam. Thank you again to the trainers Michal Korf and Martin Kluson!

Jozef Koža

Orange, Chief Project Officer

Our successful long-standing cooperation with Symphere is very extensive - it includes both training and consulting services, both in the area of projects and more recently in agility. For example, experienced consultants have contributed to the effective setup of programs and projects, and we also appreciate the perfect collaboration in the ongoing agile transformation. We are happy to participate in the Project Management Conference that Symphera co-organizes every autumn.

Kateřina Šturmová

Česká pojišťovna, Project Manager

I was excited about the PRINCE2 Foundation training and finished it motivated by the meaningfulness of project management. The three days were challenging but they took place in a very pleasant and professional atmosphere. It is challenging to keep the interest and attention of the audience throughout, but the trainer had no problem at all and, moreover, his practical examples made the topic discussed closer and more vivid. The training gave me the professional foundation I expected, but also extra enthusiasm for further work. I have no hesitation in recommending this training to other colleagues.

Jiří Palásek

Deloitte, Senior Consultant

It was a great pleasure to attend the PRINCE2 Foundation course prepared by Symphera. For me, as a long-time line manager who changed direction and now works in consulting, it was a great experience and a kind of a "game changer". I'm really looking forward to the next course with you!