

Finance IQ-London Summer Series

# Certified Master Project Manager

Attend this fully certified course by the American Academy of Project Management (AAPM) and receive the designation Certified Master Project Manager™ (MPM)

11 – 14 August 2008, Radisson SAS Portman, London, UK



THE AMERICAN ACADEMY OF  
PROJECT MANAGEMENT

Recognised in over 145 countries by 560 training providers, universities, colleges and business schools.

## By Attending This Interactive Course You Will Be Equipped With The Skills To:

- Implement and understand the importance of accurate project management
- Master the art of efficient project delivery
- Use project analysis as a key business driver
- Comply with major international project management standards
- Successfully determine the appropriate technological solutions for your projects
- Develop a comprehensive tool-kit for successful project management that you can use immediately

## Who should attend?

This highly practical qualification has been specifically designed for:

- Organisational Project Managers
- Team Leaders
- Senior Analysts
- Executive Directors
- Operations Directors
- Programme Managers
- Research and Development Officers
- Research Scientists
- Management Consultants and other Contractors

Plus anyone who is involved in a project or programme delivery and has to use sound methodology and planning within a series of milestones and deliverables.

ORGANISED BY:



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W: [www.iqpc.com/ae/aapm](http://www.iqpc.com/ae/aapm)

## The MPM™ Certification

Building the world's future leaders in Project Management™

This course has been designed to include presentation, practical exercises and highly interactive group sessions.

The MPM™ certification will be received approximately one month following the close of the seminar and all fees associated with certification are included in the course delegate fees.

### By attending this course, the added benefits you will receive include:

- Membership to the only professional body recognized by the AACSB, the world's leading collection of business schools
- The ability to use the designation MPM™ on your business card and resume
- Annual membership to the AAPM professional body
- Access to the AAPM project management network and body of information online
- Experience of a leading project management expert from the American Academy of Project Management
- Preferred access to education centres in USA, UK, Europe, Asia, Middle East and Latin America
- Access to the AAPM international journal published online
- Gold Embossed MPM™ Certificate with your name and designation as a MAAPM (Member of the American Academy of Project Management)
- The MPM™ shows that you have completed graduate level project management education and you have substantial experience in managing projects on a regional and global level
- Qualification recognized by the US Department of Labor
- Full accreditation fees included in the course fees

### Other Courses Available In Our Summer Series:

- Master Financial Controller, 4 – 7 August 2008
- Master Chartered Wealth Manager, 18 – 21 August 2008

[www.iqpc.com/ae/aafm](http://www.iqpc.com/ae/aafm)



The American Academy of Project Management is a global Board of Standards supporting the Project Management industry and professionals. Our qualifications are widely recognized through our network of professionals which encompasses 145 countries and partnerships through over 450 Universities, Business Schools and training partners.

The AAPM was chosen in 2006 by the Dubai Institute of Human Resource development to provide training to the Government of Dubai. AAPM qualifications are also recognized on the US Department of Labor and Department of Education websites, by the Project Managers Association of China, the Singapore Project Management Board, the International Project Management Commission, the Institute of Certified E-Commerce Consultants, and many other bodies, governments and associations. See our recognition on Wikipedia also ([http://en.wikipedia.org/wiki/Project\\_management](http://en.wikipedia.org/wiki/Project_management)). With liaison offices and training centers in Dubai, Hong Kong, Kuwait, Singapore, San Francisco, Monterey, New Orleans, Melbourne, Beijing, the Caribbean, India and Europe, AAPM is fast becoming the world's leading professional association for project management practitioners. AAPM Executive Designation Programs also provide the assurance that the holder has met the required criteria for graduate post-nominal credentials set out in the Ibanez US Supreme Court Decision, and at least 6 criteria under the charter of the AAPM Board of Standards.



### Meet Your Expert Course Leader

Steve Wylie is based in Singapore servicing Asian Financial Services Clients. He has over 22 years experience in IT, Program Management, Business Analysis, Strategic Planning, E-Commerce Strategy and Applications, Bancassurance, BPR and CRM. Steve is the Managing Director and Managing Consulting Partner for VPN Group. Steve is an Associate Fellow of the Australian Institute of Management, a Fellow of the American Academy of Project Management (FAAPM) and is also AAFM qualified as a Registered Business Analyst (RBA) and as a Master Financial Professional (MFP). Additionally, Steve is AAPM qualified and holds MPM and CIPM status, sits on the Board of several companies in Asia and has worked in Europe, Middle East and Asia.



### Visit London

The Radisson SAS Portman Hotel is situated off Portman Square, an ideal location to explore the many sights of London. Most of the city's major landmarks including Buckingham Palace, Houses of Parliament, Madame Tussauds, Hyde Park and Marble Arch are all just minutes away. You are also near to the exclusive shopping areas of Bond Street, Oxford Street and Knightsbridge and the famous theatres. The hotel is just minutes from Paddington Station where a fast train service takes a mere 15 minutes from Heathrow Airport.

## Course Overview

Project Management is growing exponentially. It's now used in virtually all industries, such as: government, health care, telecom, IT, education and banking. Effective management is how these organisations streamline to improve productivity. As businesses are restructured, project managers take over many responsibilities. Expertise in project management is a source of security, prosperity and power to many companies.

## Course Timings:

Registration will be at 08:00 on Day One with the programme commencing promptly at 08:30 each day and concluding at 17:30. There will be two short breaks and an hour for lunch each day.

## Course Outline

### Day One – Monday, 11 August 2008

#### An Introduction To Project Management

An introduction of the concepts, theories and systems involved in current day project management methodologies. This will give you a broad grasp and introduction to this four-day intensive course.

#### Project Components

The project component section outlines the neoclassical approaches to project management by defining key terminology and elements of the project management body of knowledge.

- What are the key framework elements?
- Principal knowledge areas

#### Organisational Structures And Project Management

- How does an organisational structure interact with project management frameworks and delivery?
- What is the best way to optimise your surrounding structure to ensure greater project output success?

#### Project Management Cycles

- Rolling out your projects with the latest methodology
- How can you use a dynamic approach to fast track your pc
- Initiation and planning, WBS
- Fast tracking and optimisation

### Day Two – Tuesday, 12 August 2008

#### Communications Management

Project management communications; how to plan and successfully roll out your communication strategy.

- Designing a communications management plan
- The communication cycle, role of communications
- People / stakeholders management

#### People Management

How do you interact with your team? Master the art of managing your team throughout your project cycles. In this session you will learn project related leadership, conflict resolution, motivation, delegation, and counselling.

#### Stakeholders Management

Who are your project's stakeholders? Introducing the key concepts behind efficient stakeholder management.

### Day Three – Wednesday, 13 August 2008

#### Quality Control Management

What is quality and how is it quantified? Learn how to plan for high quality outputs.

- Design a quality plan
- Quality reviews, metrics
- Issues and risks
- International quality standards

#### Issues And Risk Management

Risks and Issues, how do they differ? How can you foresee and plan for their eventualities. Learn how to correlate risk and opportunity costs, calibrate your issues, and manage them.

#### Financial Management

Financial management and planning for projects. How does high finance adapt to your day to day roll out of your projects.

#### Project Negotiations

- Preparing and executing a negotiation strategy for your project
- What do you know about the other party and how are you going to leverage your situation?
- Project negotiations, monitoring and control
- Review and recovery
- Strengths and weaknesses
- Project management technologies

### Day Four – Thursday, 14 August 2008

#### Monitoring And Control

This session encompasses the methodology and techniques behind project control and monitoring.

#### Project Review And Recovery

When, why should you carry out a project review. Learn about the four stage approach to project review and recovery.

#### Project Closure

Close your project and build a body of knowledge. This session will cover the methodology behind closing your project and how you can leverage off the acquired intellectual property for subsequent ones.

#### Project Management Technologies

Learn how to evaluate your project's technological needs and correlate them to the currently available technologies.

- What are you deliverable outputs?
- Collaborative platforms
- Development tools
- Brainstorming method
- What is your most cost effective technological solution?

#### Practical Assessment Exercises

The final day encompasses learning from the four previous days into a workshop learning model, along with the introduction of specific tools, simulations and case studies.

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11 – 14 August 2008,  
Radisson SAS Portman,  
London, UK

## REGISTRATION FORM

Event Code: 14821.001

Please complete in BLOCK CAPITALS as information is used to produce delegate badges.  
Please photocopy for multiple bookings.

Please do not remove this label even if it is not addressed to you.  
Your Priority Registration Code is printed on the top of the label below. Please quote it when registering:

## COURSE FEES

**Early Bird: Book by 30 June 2008 and SAVE US\$ 500, Pay US\$ 3,499**

<small>* Discounts cannot be combined. * Discounts are not valid if payment is received after closing date. * Payment Prior to Course is Mandatory for Attendance.</small>		<small>* Check for special group discount for registration of 3 or more.</small>	
<input type="checkbox"/> Regular Price		US\$ 3,999	
<input type="checkbox"/> Book before 30th June		US\$ 3,499	
Course fees include documentation, AAPM certification, luncheon and refreshments.			

## DELEGATE DETAILS

Please photocopy for additional delegates and/or delegate with different addresses

DELEGATE 1 Mr  Mrs  Ms  Dr  Other

Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Organisation \_\_\_\_\_ Nature of business \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Dept. Head \_\_\_\_\_ Title \_\_\_\_\_

Name of person completing form if different from delegate \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree to IQPC's payment terms

If you have not received an acknowledgement before the conference, please call us to confirm your booking.

## PAYMENT METHODS

We also accept payment by the following methods:

By Credit Card:

Please debit my credit card:  Visa  Mastercard  American Express

Card No

Expiry date

Cardholder's name \_\_\_\_\_ Signature \_\_\_\_\_

Card billing address (if different from Co.address) \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

Cheque / Bank Draft: Made payable to IQPC FZ LLC

By Direct Transfer: Please quote MM 14821.001 with remittance advice  
IQPC Bank Details: Account name: INTL QUALITY & PROD CEN FZ LLC

Account No.: 020-879714-100 Swift Code: BBME AEAD  
HSBC Bank Middle East Limited, Bur Dubai Branch, P.O. Box: 66, Dubai, UAE.


All Bank charges to be borne by the payer. Please ensure that IQPC receives the full invoiced amount.


Please tick the appropriate box if you would like to pay by one of these methods and our customer services team will contact you directly to finalise the payment.


## PAYMENT TERMS


Payment due upon receipt of invoice. If a booking is received 10 working days before the conference a credit card number will be taken to confirm your place, likewise if full payment has not been received before the conference date. Payment prior to the event is mandatory for attendance.


## 5 WAYS TO REGISTER

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 Email [enquiry@iqpc.ae](mailto:enquiry@iqpc.ae)

 Phone +971 4 364 2975

 Post IQPC Dubai FZ LLC  
PO Box 502397  
Dubai, UAE

## TEAM DISCOUNTS

IQPC recognises the value of learning in teams. Group bookings made at the same time from the same company receive the following discounts:

- 3 or more 7%
- 5 or more 10%
- 8 or more 15%

This offer is exclusive of the early bird discount. Call us for a special discount rate for teams of 10 and above (Not applicable to workshop(s) only bookings).

## VENUE & ACCOMMODATION

VENUE: Radisson SAS Portman Hotel  
22 Portman Square, London, W1H 7BG, UK  
Tel: + 44 207 2086000  
Email: [reservations.london@radissonsas.com](mailto:reservations.london@radissonsas.com)

ACCOMMODATION: Hotel accommodation and travel costs are not included in the registration fee. IQPC have partnered with Kuoni as our Travel Coordinator for Course attendees. Please contact Kuoni for any travel or Visa requests quoting the name of the course and dates of travel on: Email: [iqpc@kuoni.ae](mailto:iqpc@kuoni.ae), Tel: +971 4 224 0422 Fax: +971 4 222 7300  
Please book early to avoid disappointment

PAYMENT POLICY: Payment is due upon receipt of invoice and it includes lunches, refreshments and detailed conference materials. Your registration will not be confirmed until payment is received and may be subject to cancellation. CANCELLATION & SUBSTITUTIONS - You may substitute delegates at any time.

IQPC does not provide refunds for cancellations. For cancellations received in writing more than seven (7) days prior to the conference you will receive a 100% credit, subject to a 10% administration fee, to be used at another IQPC conference for up to one year from the date of issue. For cancellations received seven (7) days or less prior to an event (including day 7), no credits will be issued. In the event that IQPC cancels an event, delegate payments at the date of cancellation will be credited to a future IQPC event. This credit will be available for up to one year from the date of issue. In the event that IQPC postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future IQPC event. This credit will be available for up to one year from the date of issue. No refunds will be available for cancellations or postponements.

IQPC is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. IQPC shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed due to a fortuitous event, act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergencies.

PROGRAM CHANGES POLICY - Please note that speakers and topics were confirmed at the time of publishing; however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, IQPC reserves the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.

YOUR DETAILS - Please email our Database Manager at [enquiry@iqpc.ae](mailto:enquiry@iqpc.ae) and inform him/her of any incorrect details which will be amended accordingly.

DATA PROTECTION - Personal data is gathered in accordance with the Data Protection Act 1984. Your data may be passed to other companies who wish to communicate with you offers related to your business activities. If you do not wish to receive these offers, please check the box below.

Please do not pass my information to any third party.