

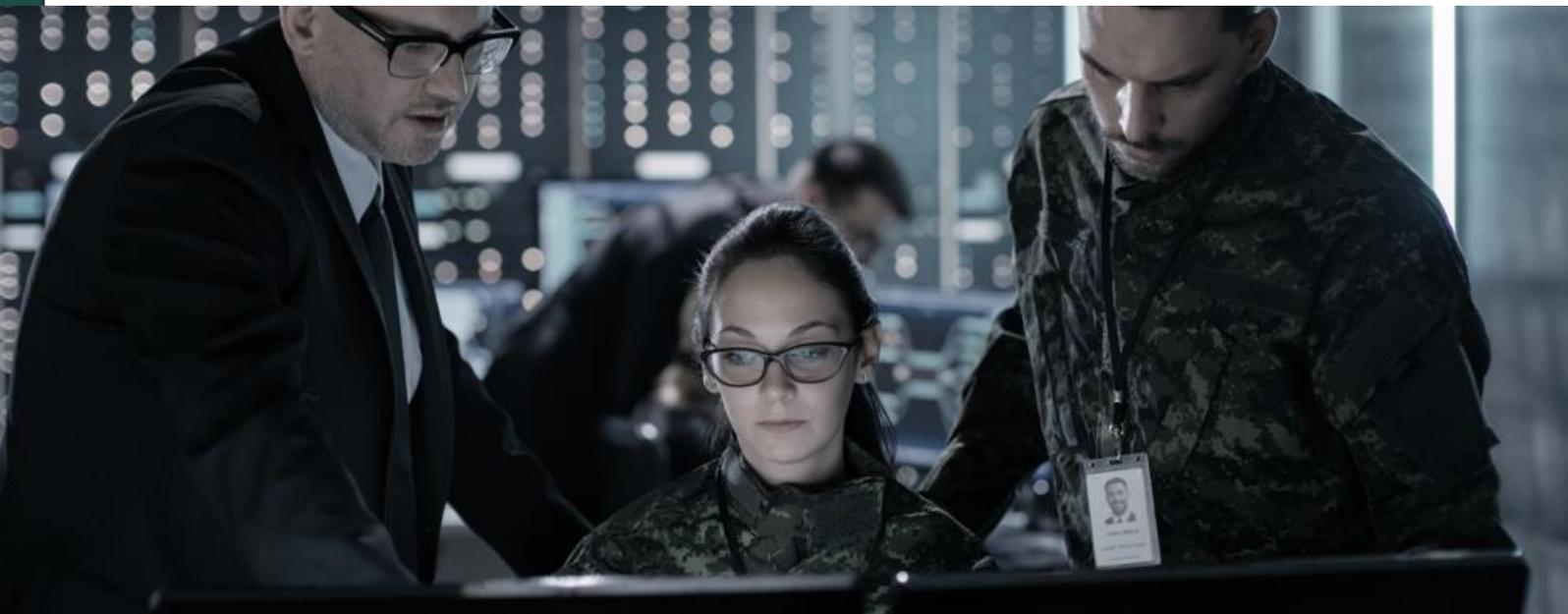


2001 - 2021

TRAINING COURSE

PROJECT MANAGEMENT

Proven, result oriented, **extremaly effective** methodologies and tools used by PRINCE2, PMI NATO & US Army Project Managers.



POI | POINT OF CONTACT

Adam Nowicki

0048-604-912-632

nowicki@**thought-done**.com

www.thought-done.com



Private profile

www.linkedin.com/in/nowpl/



Company Profile

www.linkedin.com/company/thought-done-poland



TRAINER'S PROFILE



TRAINER 1

ADAM NOWICKI

PROJECT MANAGER / TRAINER
V-CE PRESIDENT ATLANTIC CONTRACT

- ✓ 20+ of experience in Training & Execution
- ✓ Lead over 80 international projects of \$15M
- ✓ PMI, PRINCE2 & AGILE Courses
- ✓ 4.500 + people trained
- ✓ Active Project Manager – lead large scale projects on daily basis for DoD & NATO projects

0048-604-912-632

nowicki@thought-done.com

www.linkedin.com/in/nowpl/



US Army Corps
of Engineers®



EXECUTIVE SUMMARY

A Project Manager with more than 20 years of Management and Training Experience. Adam Nowicki is a US ARMY Corps of Engineers Certified QC Project Manager no: NAU-04-20-1390 that is authorized by USACE (US Army) and NAVFAC (US Navy) and required by many Government Agencies including Veterans administration, General Commercial Services Administration (GSA), US Air Force, Department of Homeland Security (DHS), and national Park Service (NPS).

This Certification is presented as a result of partnering efforts with the American Associated Builders and Contractors (ABC), Associated General Contractors (AGC), the U.S. Army Corps of Engineers (USACE), and the Naval Facilities Engineering Command (NAVFAC).

This CQM Certification familiarizes contractors with quality control concepts and best practice procedures and is required for most Project Managers to oversee government contracts worldwide in all project types, assuring all projects completed **on time, within budget and scope of planned works and results.**

Let your people learn from an experienced Project Manager. Adam has trained **over 6.000 people from 60 global companies in the past 20 years. Currently he holds the position of a V-ce President of ATLANTIC CONTRACT COMPANY, dealing with Projects for US, NATO & US Federal Government**





Cont...

References

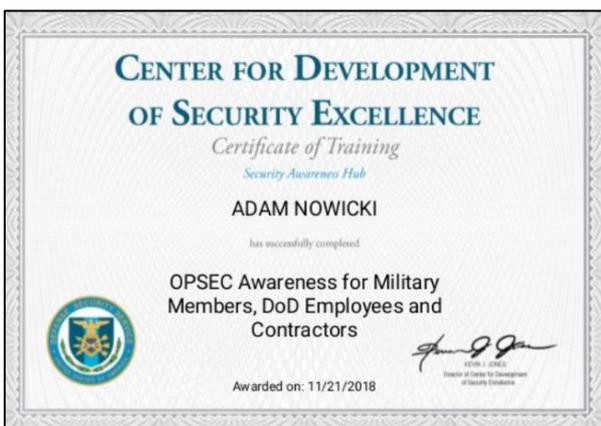
Detailed references are available upon request. Below is a list of selected customers trained:

- Accor Hotels
- British Petroleum
- Capgemini
- Coca-Cola
- Ecco Shoes Denmark
- Electrolux
- Ernst&Young
- General Electric
- GlEXO Smith Klein
- Hellmann
- Kraft Foord
- Merck
- Messer Group
- Motorola
- Novartis
- Orlen
- Philip Morris
- PNB Paribas
- Real Group
- Saint Gobain
- Strabag
- T-Mobile
- TRW Automotive
- US Army

Qualifications & Certifications

Adam has been an active trainer & professional for more than 20 years. Below are certificates of professional military and commercial trainings that ensure Project Management Training for your employees in the most effective and productive manner. The Majority are issued by the US Army, Department of Defense, US Defense Security Services, Defense Counterintelligence and Security Agency and renowned commercial business institutions. Currently holds the position of V-Ce President / Board Member of [Atlantic Contract](#) Government Contracting.

- PMI Training (Project Manager Professional)
- Prince2
- Agile Executive Training
- US Army & KBR Management Training
- OPSEC Awareness for Military Members, US Department of Defense Employees and Contractors in Projects
- Establishing an Insider Threat Program in Project Communication
- Insider Threat Awareness (Security Procedures in Project Management)
- Cybersecurity Awareness Level 1
- Introduction to the Risk Management Framework (RMF)
- Derivative Classification of project documentation
- US Department of Defense Annual Security Awareness Refresher
- DoD Initial Orientation and Awareness Training identifying and Safeguarding Personally Identifiable Information (PII) Version 3.0
- Marking Classified Information in Projects
- Original Document Classification Workflow
- Unauthorized Disclosure of Classified Information for DoD and Industry
- Counterintelligence Awareness and Reporting for US Department of Defense
- Counterintelligence Awareness and Security Brief
- Integrating CI and Threat Awareness into Security Programs in Project



* **BLUF** (bottom line up front) is a military abbreviation where the conclusions and recommendations are placed at the beginning of the text, rather than the end, in order to facilitate rapid decision making.

INTRODUCTON B.L.U.F *

WHY TO BUY THIS TRAINING ?

We would like you to consider hiring us to run a 2-day Project Management training course for your employees. Executed by one of the most experienced, military certified Project Managers in Poland.

Despite standard methodologies of Project Management like PRINCE2 or PMI we use the most effective tools used for decades by US Army and NATO forces proven to be effective in more than 100.000 projects in over 870 US Army military bases all over the globe.

Potential increases in the effectiveness of running your projects by 60%. Your **costs, timeframe and budget** will be kept in project execution phase as planned.

IS IT TRAINING GOOD FOR ME ?

Do you thing that this training is dedicated for construction only ? That is not true. US Army runs over 33.000 projects annually worldwide with a total budget of US \$4.7 trillion in all commercial areas such as: construction, IT, Communication, Business Administration, Finances, Healthcare Services, Trade, Production, Shared Service Centers, Transportation, and more. Army is the biggest corporation in the world. 60% of staff are civilians working on projects as your employees. They DO KNOW how to run effective projects.

www.thought-done.com



QUESTIONS & ANSWERS

Languages

Training can be run both in Polish & English language. Training materials can be delivered in hard copies, or as an interactive mobile application.

Date availability

Please bear in mind, that our trainers are active Project Managers working for US Army Projects in Poland and all across Europe. Course delivery is delivered on an as-needed basis. Therefore, dates must be coordinated in advance to not interfere with their current military projects missions.

Contract & Invoicing

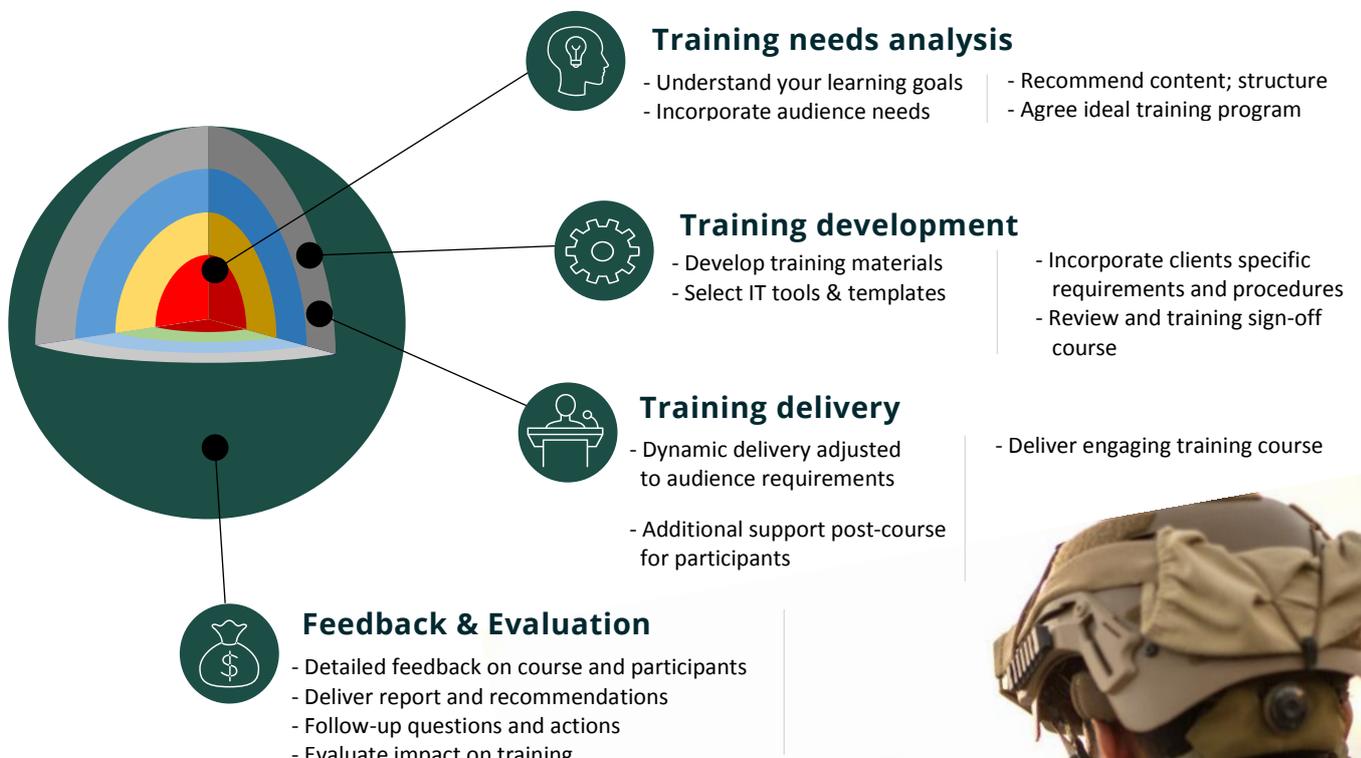
You will be issued an invoice for this service. Contract will be signed with a Polish Consulting Company having a valid London Duns & Bradstreet Rating (DUNS) which proves the reliability and financial stability of the company. / click for more information [here](#) /

What you will NOT get from us

We understand, that your projects are unique and require different approach and tools. You will NOT get a training from the “off the shelf”. Most of the companies claim their training is “tailor made”, but ours always IS.

Military projects are never the same. And we **DO know** something about it. We apply a consistent development process for all training which is designed to create a result-oriented, and focused course with a minimum of time consumption for our clients. Within Project Management training we have more than 20 years’ experience of designing training, so we know how to help identify your training needs and how to develop effective, practical learning solutions to meet your requirements.

The following steps are included in our price as a standard package.



TRAINING PROGRAM

Overview

Every project manager organizes scarce resources, works under tight deadlines and extreme pressure, controls project changes and generates maximum team performance while controlling the budget, time frame and scope.

Through a simulated case study and a unique set of business games on the training, just like on military projects, participants will learn how to successfully plan, manage and deliver various projects. One will also learn how to implement project management processes, easily plan a project, assess risks, and set a clear communication plan with both the project sponsors and team members.

Practical knowledge & friendly atmosphere

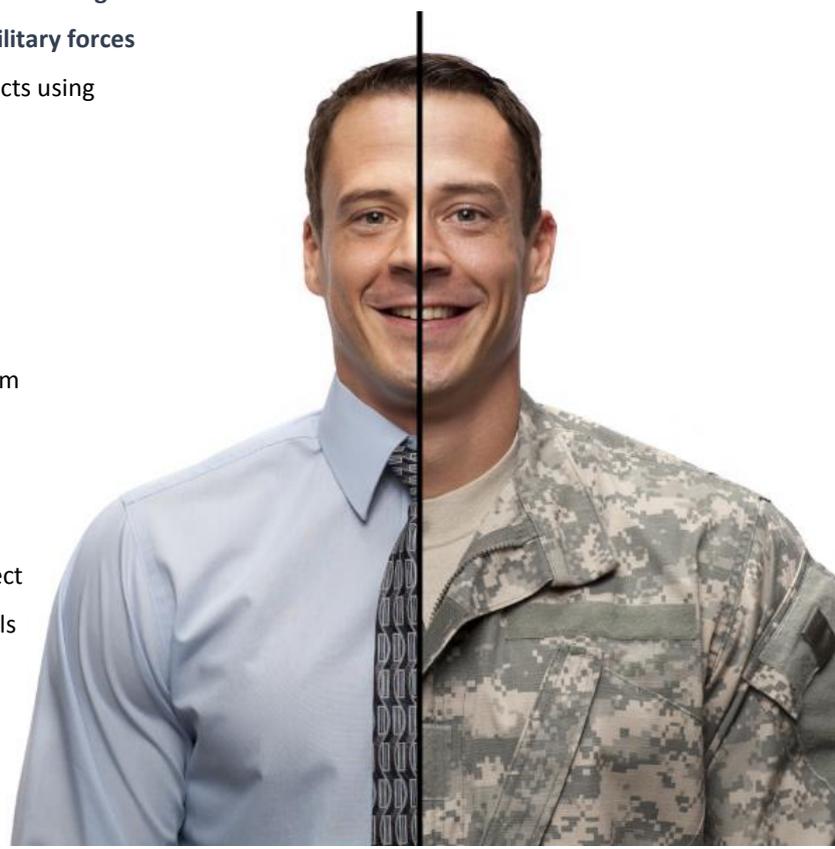
Project Management is one of the most difficult skills to learn, therefore the training is run in an easy-to-learn manner. Participants can be sure it will not be conducted in the conventional way they are used to lots of boring theoretical knowledge with virtually no practice.

On the contrary, throughout those 2 days they will participate in several fun, real business case studies, interactions with other participants, exchange of knowledge, teamwork and practical game simulations.

After all - teamwork is one of the most important factors in military project management.

PARTICIPANTS WILL LEARN HOW TO:

- ✓ Plan a project to ensure successful delivery and stakeholder satisfaction using the **best methodologies and tools utilized by US Army & NATO military forces**
- ✓ Apply best practices to plan and run projects using a 21-step project management process (vision, planning, monitoring, closing)
- ✓ Implement risk management techniques and mitigation strategies
- ✓ Set a clear communication plan with both the sponsor, stakeholders and project team
- ✓ Estimate and schedule task work and duration with confidence
- ✓ Implement monitoring tools and controls to keep you fully in command of the project
- ✓ Recognize and practice the leadership skills needed to run a motivated team



TRAINING COURSE AGENDA

This is a sample of a 2-day Project Management training. Detailed modules are subject to change in accordance with the training needs analysis phase.

DAY 1		DAY 2	
9.15	1.Introduction	9.15	Recall from day 1
9.30	2.Objectives	9.30	10. Resorce planning
9.45	3.Project types	9.45	
10.00	4. Role of a Project Manager	10.00	
10.15		11. Managing Project changes	
10.30			
10.45	5. Project Charter		10.15
11.00		10.30	
11.15	Coffee break	10.45	11.00
11.30	6.Project team involvement	11.15	Coffee break
11.45		11.30	12.Progress reports
12.00	7. Risk analysis	11.45	13. Task dependency
12.15		12.00	
12.30		12.15	
12.45		12.30	
13.00	LUNCH	12.45	LUNCH
13.15		13.00	
13.30		13.15	
13.45		13.30	
14.00		13.45	
14.15	8. Communication plan	14.00	14."My own Project" Exercise
14.30		14.15	
14.45		14.30	
15.00	9. Work Breakdown Structure (WBS)	14.45	
15.15		15.00	
15.30	Coffee break	15.15	Coffee break
15.45	9. Work Breakdown Structure (WBS)	15.30	15. Project presentations+feedback
16.00		15.45	
16.15		16.00	
16.30		16.15	
16.45	Day summary	16.30	Day summary
17.00		16.45	
		17.00	



TRAINING COURSE AGENDA

1. INTRODUCTION – introduction of the trainer and participants

2. OBJECTIVES – discussing the objective of the training. Getting information about expectations of the participants.

3. PROJECT TYPES – participants will be asked to share with the group what sort of projects they run in the company, what are the biggest difficulties and causes of potential failure.

4. ROLE OF PROJECT MANAGER – before we start to go through the methodology, it is vital that all participants know the role and responsibility of a Project Manager in each of the phases: vision and preparation, planning, running a project and closing.

5. PROJECT CHARTER – participants will be given different examples of such a document, or the one that is used in their company as a standard file.

We will concentrate on how to provide a preliminary delineation of roles and responsibilities, outline the project objectives, identify the main stakeholders, and define the authority of the project manager.

6. PROJECT TEAM INVOLVEMENT – together with the group, we will discuss what sort of information, files and documents project team members should receive from the Project Manager after Project Charter approval.

7. RISK ANALYSIS – All projects have an element of risk. Even in the best-planned projects there are uncertainties, and unexpected events can occur. Participants will be given 10 golden rules and tools to apply risk management successfully in every project.

8. COMMUNICATION PLAN – A communication plan facilitates effective and efficient communications with the various audiences having a major stake in the project. It describes how project communications will occur. A good communication plan generally includes the following elements which we will discuss and exercise:

- Communication objectives
- Target audiences
- Key content for the communications
- Communication method and frequency

9. WORK BREAKDOWN STRUCTURE (WBS) – It is a tree structure, which shows a subdivision of effort required to achieve an objective; for example, a program, project, and contract. In a project or contract, the WBS is developed by starting with the end objective and successively subdividing it into manageable components in terms of size, duration, and responsibility which includes all steps necessary to achieve the objective.

We will be using various military methodologies as well as software to build a concise WBS. Participants will become familiar with a freeware software they can use such as: Open Project, Mind Mapper Professional or MS Project.

It is also possible to work only on Excel and Word templates, if a company policy does not allow to use any freeware software.

Though, Open Project does not require any physical installation and can be run directly from a pen drive or CD. It is fully compatible with MS Project making it a powerful tool.



TRAINING COURSE AGENDA

10. RESOURCE PLANNING – by solving some practical case studies we will learn how to focus on resource scheduling, activity modeling, capacity planning, resource optimization, simulations, decisions and portfolio tracking.

We will use some freeware software and Excel templates sheets.

11. MANAGING PROJECT CHANGES - Given that a project is a dynamic process, it is unrealistic to assume that requests for change in projects will not occur.

One of the most effective methods of dealing with the need to amend projects is to have a project change procedure. Although this procedure will not remove all risks, it will enable some changes to be made with minimal disruption and slippage.

Participants will be given some examples of change management procedures as well as will try to make their own one, which will be in line with the company business.

12. PROGRESS REPORTS - Effective planning of communication is a key to successful projects – sharing the right messages with the right people in a timely manner.

A status report is a great communications tool for every project manager. Status reports, just one of many valuable project management forms, are a way of updating your team and your managers on how a project is progressing.

These reports are a necessity since stakeholders need to be constantly kept in the loop. But what constitutes a good status report? This is a question that every project manager faces.

We will focus on how to clearly present progress reports that are:

- clearly written
- Inform the reader what the project is
- Communicates what the team has accomplished and what still needs to be accomplished

13. TASK DEPENDENCY – We will exercise relationships in which a task or milestone relies on other tasks to be performed (completely or partially) before it can be performed. This is also referred to as a logical relationship. A logical relationship can be a dependency between project tasks or between tasks and milestones. In project management there are four possible types of logical relationships that we will train: finish to start (one activity must finish before the "to" activity can start), finish to finish (the activity must finish before the "to" activity can finish), start to start (one activity must start before the "to" activity can start), and start to finish (one activity must start before the "to" activity can finish).

14. MY OWN PROJECT – As a summary of the training, participants will be asked to individually plan a project they are currently working on, or will work on after the training. They will be encouraged to use all documents and templates from the training.

15. PROJECT PRESENTATIONS + FEEDBACK – participants will present their projects to the group. A thorough feedback will be provided.