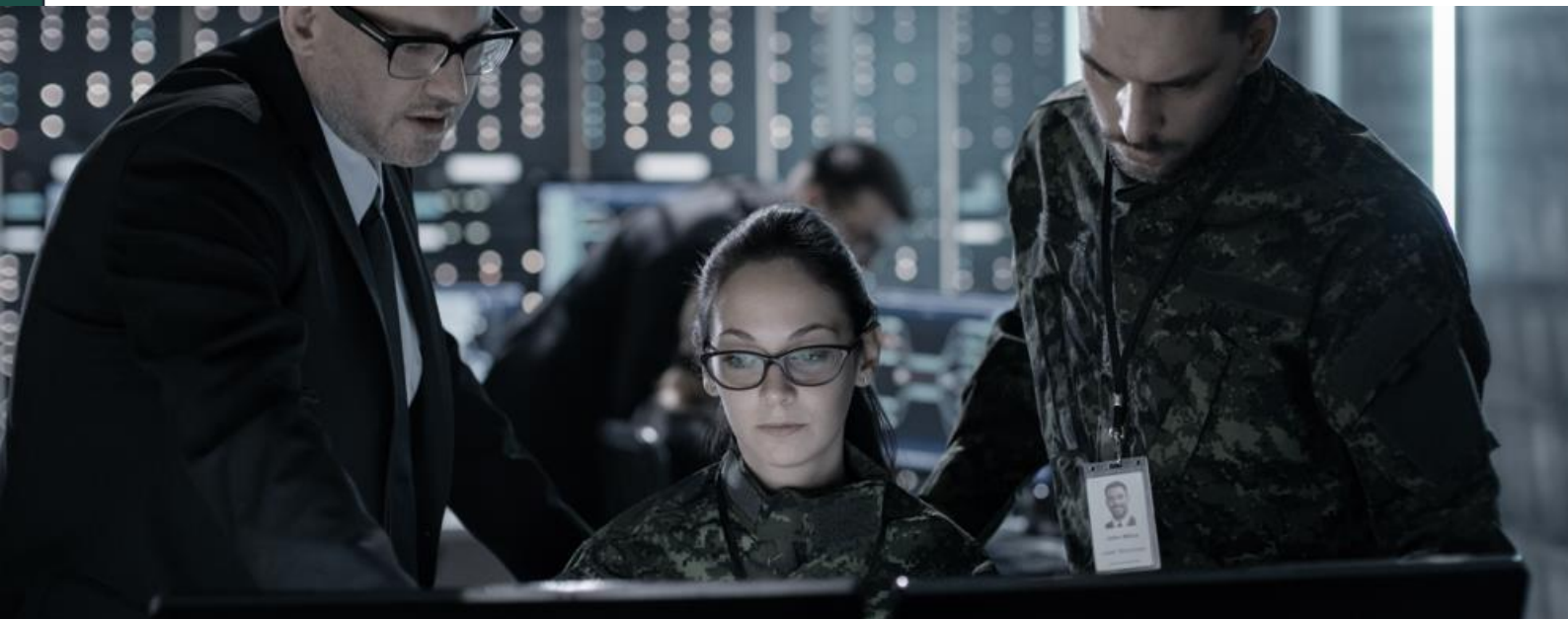


TRAINING COURSE

PROJECT MANAGEMENT



Explore the proven, **results-oriented**, and highly effective methodologies and tools utilized by experienced Project Managers from PRINCE2, PMI, NATO, and the US Army




POI | POINT OF CONTACT

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TRAINER'S PROFILE



ADAM NOWICKI

PROJECT MANAGER / TRAINER
V-CE PRESIDENT ATLANTIC CONTRACT



**US Army Corps
of Engineers®**

- ✓ 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

EXECUTIVE SUMMARY

UNLOCK SUCCESS with Adam Nowicki, Your Trusted Business Trainer! Agencies, including Veterans Administration, General Commercial Services Administration (GSA), US Air Force, Department of Homeland Security (DHS), and the National Park Service (NPS).

RECOGNIZED EXCELLENCE: Adam's CQM Certification is a testament to collaborative efforts with American Associated Builders and Contractors (ABC), Associated General Contractors (AGC), US Army Corps of Engineers (USACE), and Naval Facilities Engineering Command (NAVFAC). It equips contractors with quality control concepts and best practices, a prerequisite for Project Managers overseeing global government contracts across diverse project types.

ASSURANCE OF SUCCESS: Ensure your projects are completed on time, within budget, and aligned with the planned scope of work. Adam's expertise guarantees results and excellence.

LEARN FROM THE BEST: Adam Nowicki has trained over 6,000 individuals from 60 global companies in the last two decades. Benefit from his wealth of experience as he shares insights, strategies, and industry best practices.

GLOBAL IMPACT: Currently serving as the Vice President of ATLANTIC CONTRACT COMPANY, Adam oversees projects for the US, NATO, and the US Federal Government. Join the ranks of successful organizations that have benefited from his leadership and training.

Choose Adam Nowicki as your Business Trainer – Because Success is a Result of Effective Training!



Cont...

References

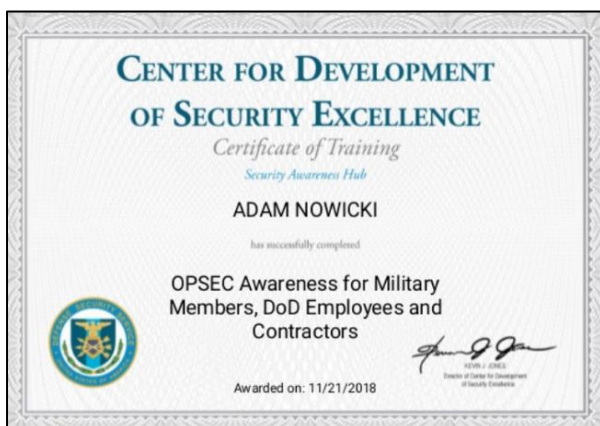
Detailed references are available upon request. Below is a list of selected customers trained:

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

Qualifications & Certifications

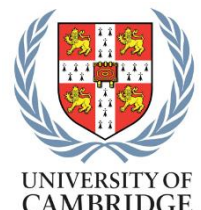
Adam, a trainer and professional with over 20 years of experience, is dedicated to shaping success in individuals and organizations. The following are certificates attesting to his proficiency in professional military and commercial training, guaranteeing optimal Project Management Training for your employees. Many of these certifications are bestowed by reputable entities such as the US Army, Department of Defense, US Defense Security Services, Defense Counterintelligence and Security Agency, and renowned commercial business institutions.

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



CPARS

PRINCE2



* **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 invite you to consider engaging us to conduct a comprehensive 2-day Project Management training course for your employees, led by one of the most seasoned and military-certified Project Managers in Poland.

In contrast to conventional Project Management methodologies such as PRINCE2 or PMI, we leverage cutting-edge tools that have been successfully employed by the US Army and NATO forces for decades. These tools have proven their effectiveness in over 100,000 projects spanning 870 US Army military bases worldwide.

Anticipate a potential 60% increase in the efficiency of your project management initiatives. We are committed to ensuring that your project's costs, timeframe, and budget align seamlessly with the planned execution phase.

IS IT TRAINING GOOD FOR ME ?

Contrary to the misconception that this training is exclusively tailored for the construction sector, it is important to note that the scope is far-reaching. The US Army oversees a staggering 33,000 projects annually on a global scale, encompassing a diverse array of industries. With a colossal total budget of US \$4.7 trillion, these initiatives span areas such as construction, IT, communication, business administration, finances, healthcare services, trade, production, shared service centers, transportation, and more.

The US Army, recognized as the largest corporation globally, operates with an intricate tapestry of projects. Remarkably, 60% of their workforce comprises civilians who actively contribute to the success of these projects. This workforce, akin to your own employees, possesses invaluable insights into the art of running highly effective projects. Join us in harnessing this wealth of knowledge and experience for the enhanced efficiency of your organizational initiatives.

QUESTIONS & ANSWERS

Languages

Our training sessions are versatile and can be conducted in both Polish and English languages to cater to your preferences. Additionally, we offer flexibility in delivering training materials, allowing you to choose between hard copies or convenient PDF files for your convenience."

Date availability

We kindly request your understanding that our trainers are actively engaged as Project Managers for US Army Projects in Poland and throughout Europe. The delivery of our courses is conducted on an as-needed basis. Consequently, scheduling dates requires careful coordination in advance to ensure they do not conflict with ongoing military project missions.

Contract & Invoicing

You will receive an invoice for the provided service. The contract will be formally signed with a reputable Polish Consulting Company that holds a valid London Duns & Bradstreet Rating (DUNS). This rating serves as tangible evidence of the company's reliability and financial stability. For further details, you can click [here](#) for more information.

What will you NOT get from us

We recognize that your projects are inherently unique, demanding a tailored approach and specialized tools. Rest assured, our training programs are far from 'off the shelf.' While many companies assert their training is 'tailor-made,' ours genuinely is. Given the inherent diversity of military projects, each presenting its own set of challenges, we bring substantial expertise to the table. Our training methodology follows a consistent development process, ensuring a result-oriented and focused course that minimizes time consumption for our clients.

With over 20 years of experience in designing Project Management training, we possess the insight to identify your specific training needs and craft effective, practical learning solutions to meet your requirements. Our standard package includes the following steps, all encompassed within the agreed-upon price:



TRAINING PROGRAM

Overview

Every project manager navigates the intricate landscape of organizing scarce resources, operating under tight deadlines, and managing extreme pressure. Simultaneously, they must assert control over project changes and drive maximum team performance—all while meticulously overseeing the budget, timeframe, and scope.

Our training, mirroring the challenges encountered in military projects, immerses participants in a dynamic learning experience. Through a simulated case study and a unique set of business games, attendees gain practical insights into the art of successful planning, management, and delivery of various projects.

The program equips individuals with the skills to implement robust project management processes, effortlessly plan projects, evaluate risks, and establish a transparent communication plan with both project sponsors and team members. Join us to refine your project management capabilities and enhance your ability to navigate the complexities of diverse projects.

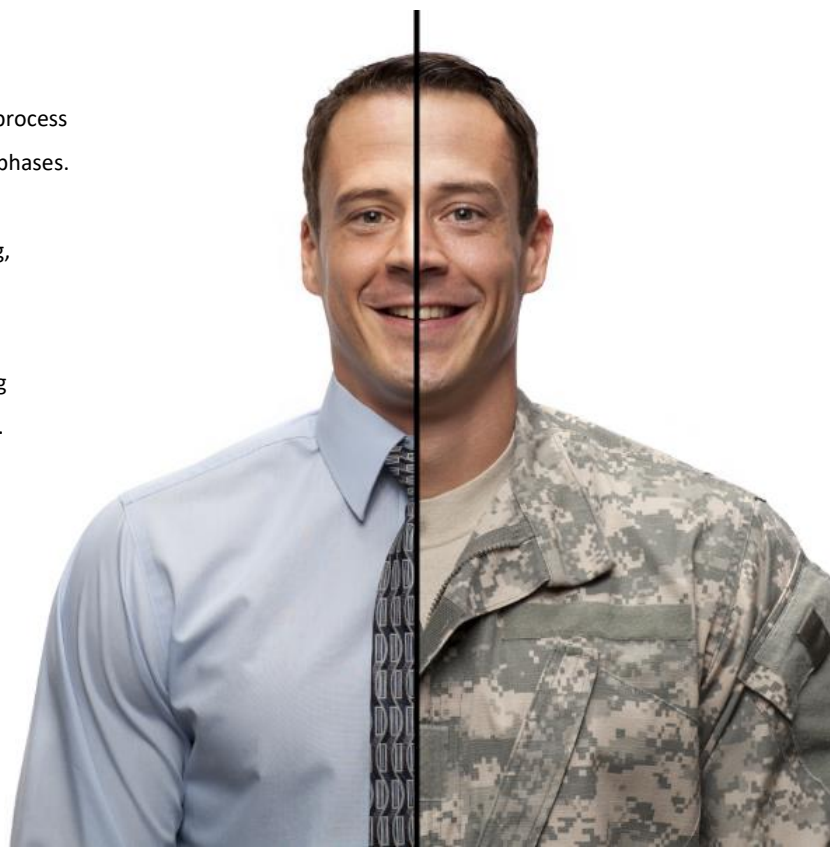
Practical knowledge & friendly atmosphere

While Project Management stands as one of the most challenging skills to acquire, our training is uniquely designed for easy comprehension. Participants can rest assured it won't follow the conventional path of inundating them with dull theoretical knowledge and minimal practical application.

Over the course of two days, the training takes a dynamic approach. Attendees actively engage in several enjoyable, real-world business case studies, fostering interactions with peers, knowledge exchange, teamwork, and practical game simulations. We believe that teamwork, a cornerstone of military project management, plays a pivotal role in enhancing learning experiences.

PARTICIPANTS WILL LEARN HOW TO:

- ✓ **Plan a project for successful delivery and stakeholder satisfaction:**
Utilize the best methodologies and tools employed by the US Army and NATO military forces.
- ✓ **Apply best practices in project management:**
Employ a comprehensive 21-step project management process encompassing vision, planning, monitoring, and closing phases.
- ✓ **Implement risk management techniques:**
Incorporate effective strategies for identifying, assessing, and mitigating project risks.
- ✓ **Establish a clear communication plan:**
Develop a transparent communication strategy involving the project sponsor, stakeholders, and the project team.
- ✓ **Estimate and schedule task work and duration:**
Gain the confidence to accurately estimate and schedule task work, ensuring realistic project timelines.
- ✓ **Implement monitoring tools and controls:**
Utilize advanced monitoring tools and controls to maintain full command and oversight of the project at all stages.



TRAINING COURSE AGENDA

This serves as a sample outline for our 2-day Project Management training. Please note that detailed modules are subject to change based on the outcomes of the training needs analysis phase to ensure customization and alignment with your specific requirements.

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



TRAINING COURSE AGENDA

1. INTRODUCTION – introduction of the trainer and participants

2. OBJECTIVES - Engaging in a discussion about the training's goals and gathering information on the expectations of the participants.

3. PROJECT TYPES – Participants will be encouraged to share with the group the nature of the projects they manage within the company, highlighting the significant challenges and potential causes of failure they encounter.

4. ROLE OF THE PROJECT MANAGER – Before delving into the methodology, it is crucial for all participants to gain a comprehensive understanding of the role and responsibilities of a Project Manager in each phase: vision and preparation, planning, project execution, and closure

5. PROJECT CHARTER – Participants will be provided with various examples of such documents, or the standard file used in their respective companies. Our focus will be on imparting the skills to create a preliminary delineation of roles and responsibilities, articulate project objectives, identify key stakeholders, and define the authority of the project manager

6. PROJECT TEAM INVOLVEMENT – In collaboration with the group, we will engage in a discussion about the type of information, files, and documents that project team members should receive from the Project Manager following the approval of the Project Charter.

7. RISK ANALYSIS – All projects inherently involve an element of risk. Even in meticulously planned endeavors, uncertainties and unforeseen events can arise. Participants will be equipped with 10 golden rules and tools, empowering them to successfully apply risk management principles in every project.

8. COMMUNICATION PLAN – A communication plan plays a pivotal role in facilitating effective and efficient communications with key stakeholders invested in the project. It outlines how project communications will take place. A robust communication plan typically incorporates the following elements, which we will thoroughly discuss and engage in practical exercises:

Communication objectives

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

9. WORK BREAKDOWN STRUCTURE (WBS)

A Work Breakdown Structure (WBS) is a hierarchical tree structure illustrating the breakdown of effort required to achieve a particular objective, encompassing areas such as programs, projects, and contracts. In the realm of projects or contracts, the WBS is crafted by commencing with the end objective and systematically subdividing it into manageable components, considering factors such as size, duration, and responsibility. This process involves detailing every step necessary for achieving the overall objective.

To facilitate the creation of a concise WBS, we will leverage various military methodologies and software tools. Participants will gain familiarity with freeware options such as Open Project, Mind Mapper Professional, or MS Project. In cases where company policies restrict the use of freeware software, working solely with Excel and Word templates is also a viable option. Notably, Open Project, which operates without the need for physical installation, can be run directly from a pen drive or CD. It is fully compatible with MS Project, adding to its versatility as a powerful project management tool.



TRAINING GOURSE AGENDA

10. RESOURCE PLANNING—Through the resolution of practical case studies, participants will acquire practical skills in resource scheduling, activity modeling, capacity planning, resource optimization, simulations, decision-making, and portfolio tracking. This hands-on approach will involve the utilization of freeware software and Excel template sheets to enhance understanding and application in real-world scenarios

11. MANAGING PROJECT CHANGES - As a project is inherently a dynamic process, it's unrealistic to assume that requests for changes won't arise. Effectively managing the need for project amendments is crucial, and one of the most efficient methods is to establish a robust project change procedure. While this procedure may not eliminate all risks, it provides a structured approach, allowing for some changes to be implemented with minimal disruption and slippage.

During the training, participants will be provided with examples of change management procedures. Additionally, they will actively engage in creating their own procedures, ensuring alignment with the unique business needs of their respective companies.

12. PROGRESS REPORTS Efficient communication planning is a cornerstone of successful projects, ensuring the dissemination of relevant messages to the right stakeholders at the right time. Among the arsenal of valuable project management forms, a status report stands out as a crucial communication tool for every project manager.

It serves as a means of updating both the project team and managers on the ongoing progress of a project. Given that stakeholders must be consistently informed, the question of what constitutes a good status report is one that confronts every project manager.

During the training, we will delve into the essential elements of a compelling status report, providing participants with the insights and skills needed to craft effective updates for project stakeholders. Our training will place a special emphasis on mastering the art of presenting progress reports that are:

- Clearly written
- Informative about the project's nature
- Communicative about both completed accomplishments and outstanding tasks.

Participants will learn how to articulate progress effectively, ensuring clarity in communication and providing comprehensive insights into the project's status.

13. TASK DEPENDENCY – We will engage in exercises that explore relationships where a task or milestone depends on other tasks, either entirely or partially, before it can be executed. This concept is commonly known as a logical relationship, indicating the interdependence of project elements. In project management, there are four fundamental types of logical relationships that we will focus on during our training:

- Finish to Start: One activity must conclude before the subsequent activity can commence.
- Finish to Finish: The activity must conclude before the succeeding activity can finish.
- Start to Start: One activity must initiate before the subsequent activity can start.
- Start to Finish: One activity must commence before the succeeding activity can conclude.

This training will provide a comprehensive understanding and practical application of these logical relationships in project management.

14. MY OWN PROJECT – In conclusion, participants will be tasked with planning an individual project, either current or future, utilizing the documents and templates provided during the training.

15. PROJECT PRESENTATIONS + FEEDBACK – Participants will present their projects to the group, receiving comprehensive feedback.

