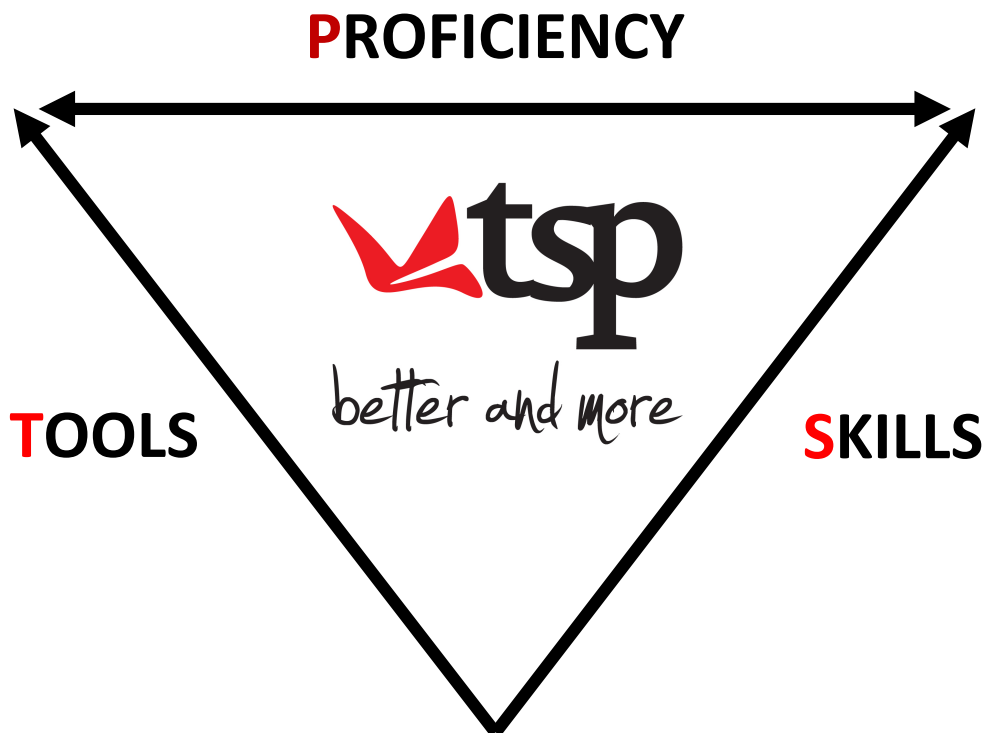


a **TSP**[®] DEVELOPMENT PROGRAMME

We believe in **getting better**
in what we do, everyday.



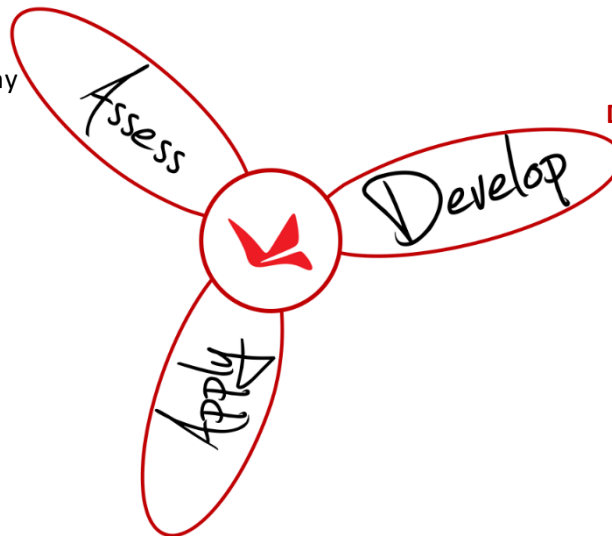
“ADA” – a TSP Development Programme

“I am ADA. How may I help you?”.

If we had an intelligent computerized personal assistant capable to solve any problem, our professional and personal life would be much easier. But, day-by-day situations are so complex and complicated that, in most cases, we are the only ones that can deal with them. Still, good help is welcomed and, moreover, many times, needed.

TSP(smartprojects.ro) is ready to offer you - using our **ADA** development programme - the right help as the **RIGHT TOOLS** and **SKILLS** to become more **PROFICIENT** (professionally and personally).

Assess – analyse the current situation for the individual, team and company and propose a development path



Develop – teach the **TOOLS** and educate the **SKILLS** (by training coaching, mentoring, guiding) to start the development

Apply – use the **TOOLS** and **SKILLS** to become more **PROFICIENT**

We believe in getting better in what we do, everyday.

Therefore, **ADA** was designed to help in shaping our services **according to the needs of our customers**, and to provide **the right solutions** for each particular situation.

All the areas - *Project/Process Management (including Agile), Personal and Social Abilities Development* – will include, as **pre-requisite** for any service (training/consultancy), a **dedicated assessment**. This initial step – part of **ADA** – will be addressed either to the **individual (personal assessment)** or to the **company (company’s maturity)**. The results will be used to offer development recommendations and personalized services, guiding the customer to become more **proficient** (as individual and as a company). **ADA** will act as a *propeller for all directions: career, business and personal life*.

Better and more is the TSP promise to clients. And, through our services, we make it happened.



2. Project Management Fundamentals Training

Becoming a project manager can be a tough path to follow. You have to be part of the project team, manage parts of projects and, in the end, accumulate the necessary experience to successfully deliver – while leading a team – a full project. Moreover, applicability of the techniques, methods and methodologies to manage projects can differ from company to company, making a project manager’s life even more difficult.

But, at some point, you feel that you must and want to take the step. You want to lead your first project and be a **Project Manager** (even a junior one). **TSP(smartprojects.ro)** is right beside you at **the beginning of your career in Project Management**. We will help you find and learn the **right tools and skills** to make sure that, everyday, **you will become more proficient** and achieve your career goals.

During this training, participants will learn how to:

- ✔ **Make the difference** between iterative activities and projects
 - ✔ Interpret a project **feasibility study**
 - ✔ Prepare a **project proposal**
 - ✔ Differentiate **project management processes** and apply them in projects
 - ✔ Define correctly **objectives for a project**
 - ✔ **Plan a project in detail**
 - ✔ **Break-down project’s operational activities** in manageable structures
 - ✔ Use the plans to **monitor and control** the execution of the project
 - ✔ Apply correctly the **project dimensions “hexagon”** (ex-triple constraints)
 - ✔ Define the **stakeholder concept**,
 - ✔ Identify the project’s stakeholders and **define their role and responsibilities**
 - ✔ Build and track the project’s **risk register**,
 - ✔ **Prepare the correct answers** to the identified risks
 - ✔ **Monitor and measure the quality** of the deliverables of the project
 - ✔ **Close the project and document the main conclusions**
- ✔ **And many more....**

Training process details and options:

	Option 1	Option 2	Option 3
Duration/session	2 days	1/2 month (4 hours/day; 2 days/week)	1 month (2 hours/day; 2 days/week)
Number of participants	minimum 8 – maximum 12		
Location	Client’s location		
Training Language	Romanian or English		
Logistic needed	Video projector, Flipcharts and Markers (min 4)		
Pre-requisites	PM Test Completed (to be provided before the training)		
Participants will receive	Participant Manual (including PM templates) & Participation Certificate		

Additional modules can be added to this training*:

CAPM Exam Prep

Finance for PM - basic

Servant Leadership

Time Management

Conflict Management

*Details about the modules can be found separately as part of the PM development programme based on the Smart Project Delivery (® TSP) framework.



3. Project Management Advanced Training

Beyond WBSs and Ganttts, critical paths and international standards, Project Management is just common sense. And, as usual, **common sense is based on principles**. For Project Management, we believe that there are three critical ones: **follow a process based approach in managing project dimensions, focus on the Business-Case and exercise a set of social and personal skills in order to develop and lead the project team and to manage efficiently project stakeholders** (the three pillars on which our Smart Project Delivery® framework is build upon).

The Project Management Advanced Training will provide the right tools and skills to become proficient in applying these principles and, thus, successfully deliver your projects.

During this training, participants will learn how to:

- ✔ **Apply the Smart Project Delivery® approach** developed by TSP and compliant with **PMBOK®(from PMI), IPMA Competence Baseline (IPMA) and Prince 2 (from OGC)**
 - ✔ **Differentiate between process and project** and use the process approach in project management
 - ✔ **Justify** the necessity of the project using **the feasibility study** and the link with the Business-Case
 - ✔ **Differentiate between project, program and portfolio**
 - ✔ **Link the project with the company’s strategic objectives** and portfolio of projects
 - ✔ **Prepare a project proposal** (project charter) and **define correctly project objectives**
 - ✔ **Define project scope**, manage it and its deliverables boundaries
 - ✔ Apply efficiently **the project “hexagon” dimensions** (ex-triple constraints)
 - ✔ Define the **stakeholder concept, identify project stakeholders and their roles and responsibilities**
 - ✔ **Plan in detail a project** and use the plan **to monitor and control** the implementation
 - ✔ **Build, track project’s risk register** and prepare responses to identified risks
 - ✔ **Compile quantitative and qualitative analyses** of identified risks
 - ✔ Use the **change management process** and its link with risk management
 - ✔ **Monitor and measure the quality** of the deliverables and **use the performance indicators**
 - ✔ **Fulfil project team management** functions to lead and motivate the team
 - ✔ **Close the project** and document the main conclusions and experiences accumulated
- ✔ **And many more....**

Training process details and options:

	Option 1	Option 2	Option 3
Duration/session	4 days	1 month (4 hours/ day; 2 days/week)	2 months (2 hours/day; 2 days/week)
Number of participants	minimum 8 – maximum 12		
Location	Client’s location		
Training Language	Romanian or English		
Logistic needed	Video projector, Flipcharts and Markers (min 4)		
Pre-requisites	PM Test Completed (to be provided before the training)		
Participants will receive	Participant Manual (including PM templates) & Participation Certificate		

Additional modules can be added to this training*:

PMP Exam Prep

Finance for PM - advanced

Servant Leadership

Time Management

Conflict Management

*Details about the modules can be found separately as part of the PM development programme based on the Smart Project Delivery (® TSP) framework.

4. Additional **TOOLS** modules – only in conjunction with compatible trainings

Name	CAPM Exam Prep	PMP Exam Prep	Finance for PM - Basic	Finance for PM - Advanced
Description	Preparation for CAPM certification	Preparation for PMP certification	Understand fundamental financial concepts, the reasoning and implementation behind each concept in the process of deciding to invest or not in a project	Understand fundamental financial concepts, the reasoning and implementation behind each concept in the process of deciding to invest or not in a project. Learn the necessary tools for financial performance reporting in projects
Specific objectives – Participants will:	<ul style="list-style-type: none"> ✔ Be advised on the sensitive areas in the CAPM certification examination ✔ Understand the practical applicability of the CAPM certification ✔ Understand the so-called PMI-isms, very useful and critical in creating the correct approach for the exam questions ✔ Have the opportunity to test the accumulated knowledge, through exercises that simulate the ones given in the real examination, and identify the areas on which to insist during the individual study ✔ Understand the key aspects in completing the application for the CAPM certification examination 	<ul style="list-style-type: none"> ✔ Be advised on the sensitive areas in the PMP certification examination ✔ Understand the practical applicability of the PMP certification ✔ Understand the so-called PMI-isms, very useful and critical in creating the correct approach for the exam questions ✔ Have the opportunity to test the accumulated knowledge, through exercises that simulate the ones given in the real examination, and identify the areas on which to insist during the individual study ✔ Understand the key aspects in completing the application for the PMP certification examination 	<ul style="list-style-type: none"> ✔ Feel more confident in discussing with financial management experts and will be able to address relevant questions ✔ Have a better understanding of the financial jargon ✔ Understand the big picture of the financial aspect, specific to each of the project phases ✔ Understand how to calculate and interpret the key indicators used for evaluating potential investments: <ul style="list-style-type: none"> ✔ ROI ✔ Payback period ✔ NPV ✔ IRR ✔ Learn about the types of costs used in the various areas of a project ✔ Participate in practical study cases in order to apply the main financial concepts learnt 	<ul style="list-style-type: none"> ✔ Feel more confident in discussing with financial management experts and will be able to address relevant questions ✔ Have a better understanding of the financial jargon ✔ Apply a better control over the project's financial dimension ✔ Understand the big picture of the financial aspect, specific to each of the project phases ✔ Understand the financial objectives of a company and the types of financial decision made to attain those objectives ✔ Learn the components of the balance sheet, profit & loss account and cash flow ✔ Understand the concept of accrual accounting and the difference between cash flow and profit and loss ✔ Find out the basic concepts of financial mathematics ✔ Understand how to calculate and interpret the key indicators used for evaluating potential investments: <ul style="list-style-type: none"> ✔ ROI ✔ Payback period ✔ NPV ✔ IRR ✔ Learn about aspects involving risk and uncertainty in the process of evaluating potential project investments ✔ Learn about the types of costs used in the various areas of a project ✔ Learn about the main methods to estimate and monitor and control a project (earned value management) ✔ Participate in practical study cases in order to apply the main financial concepts learnt
Training Compatibility	Project Management Fundamentals	Project Management Advanced	Project Management Fundamentals	Project Management Advanced
Duration (additional to the training)	1 day	1 day	1 day	2 days
Participants will receive:	The Guide "How to read the PMBOK®" (by TSP) to prepare for certification.		PM Finance Manual – Basic level	PM Finance Manual – Advanced level

5. Additional **SKILLS** modules – only in conjunction with compatible trainings

Name	Time Management	Conflict Management	Servant Leadership
Description	Learn to manage (predict, arrange) time dimension and acquire abilities that will you to adapt to periods of change and pressure.	This module will help you recognize early signs of conflict and find creative solutions to solve it and build stronger relationships	The Power of Leadership Through Service. Servant Leadership is a different way of thinking about the purpose of leadership, the true role of a leader and the potential of those being led Servant Leadership is the only leadership philosophy addressing two critical dimensions: Service (to others and to own self) and Growth (for both the leader and the followers)
Specific objectives – Participants will:	<ul style="list-style-type: none"> ✔ Learn the time management techniques ✔ Learn how to have a better control over their time planning ✔ Understand and learn how to apply modern time management theories used in major organizations (like Pareto’s principle) ✔ Understand and learn how to apply different methods of recording time like Ansoff and Boston matrix ✔ Feel more confident in handling pressure and facing difficult clients ✔ Participate in practical study cases in order to acquire the main theoretical concepts 	<ul style="list-style-type: none"> ✔ Understand theoretical and practical concepts related to conflict and conflict management ✔ Learn to differentiate between motivation and behaviour ✔ Learn how to apply conflict management strategies to obtain positive results ✔ Understand the theory of the Motivational Value System and learn how to build stronger relationships ✔ Learn how to start building effective teams ✔ Participate in practical study cases in order to apply the main theoretical concepts learnt 	<ul style="list-style-type: none"> ✔ Understand the historical and conceptual overview of Servant Leadership ✔ Understand the place of Servant Leadership in the field of Leadership theories ✔ Learn about the 10 characteristics of Servant Leader (as described by Robert. K. Greenleaf): *Listening, Empathy, Healing, Awareness, Persuasion, Conceptualization, Foresight, Stewardship, Commitment to Growth of People, Building Community ✔ Identify and claim those Servant Leadership characteristics already present in his or her own practice and the ones he or she might want to develop further ✔ Find out how to assess the competence and commitment level of the person he or she leads and how to match his or her leadership style ✔ Learn how to change/adapt project organizational perspective based on Servant Leadership approach ✔ Decide if Servant Leadership is a journey he or she wants to take
Training Compatibility	Project Management Fundamentals Project Management Advanced	Project Management Fundamentals Project Management Advanced	Project Management Fundamentals Project Management Advanced
Duration (additional to the training)	1 day	1 day	1 day
Participants will receive:	Time Management student’s manual	Conflict Management student’s manual (including SDI® Assessment and Tools)	Servant Leadership student’s manual