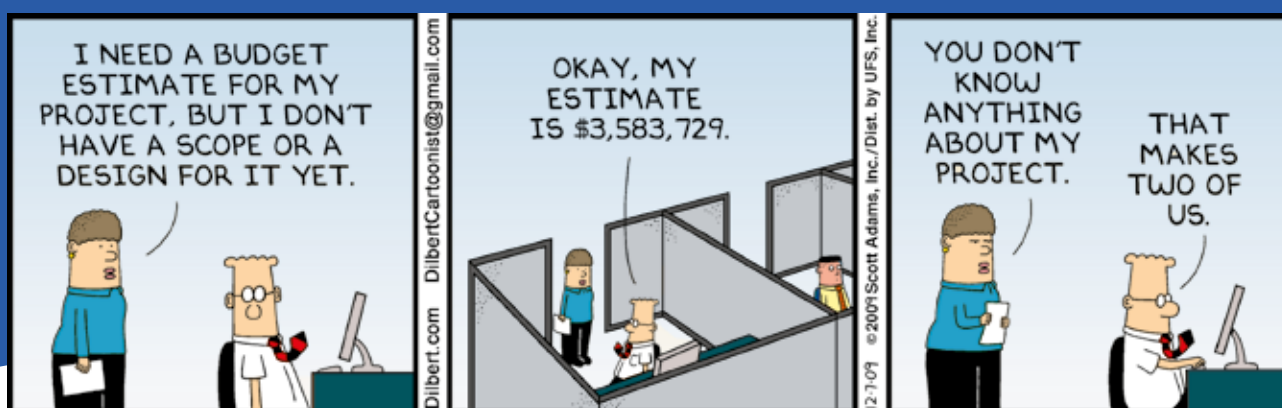# CRASH COURSE PROJECT MANAGEMENT

There can be no change or renewal without projects. Even in treasury. Whether it concerns a financial transaction, the selection and implementation of a new TMS system, or setting up new reporting, a project is almost always involved. Your contribution to this as a treasury professional is essential, whether as a project leader or a participant. In both cases, it's not just a question of being at the table and, with a flick of the wrist, having your say. Good project management is a skill. The success of a project stands or falls on the professionalism of and collaboration within the project team.

Do you have limited experience in professional project management and need a crash course to enable you to make an effective contribution within your organisation? Or do you already know what is needed but want to update your knowledge and learn more about the latest insights and methods? During this 1-day project management workshop on 5 October 2020, experienced trainers and professional specialists will guide you through project-management land. All key issues will be covered during the training, for example:
• Should you choose a strict method like Prince2 or an agile approach?
• What is the difference between programme management and project management? And how do you combine these paths?
• As a team leader how do you manage the mutual relation-ships? And how do you keep the project team lean and mean without 'team destroyers'?
• What are the pitfalls during a project? What success and failure factors do you need to be aware of?
• And equally critical: how do you ensure a clear definition of start and end point, and achieve the expected contribution to the strategic key objectives of the organisation?

This intensive day includes theory, group exercises, a spectacular game and real-life cases.

PROGRAMME

07:30 – 08:00 Registration

08:00-11:45 Part 1: Theory - Clemens Bon – Oppidum
(At 08:10 breakfast will be served)

When you want to introduce a change initiative into your organi-
sation, you should have a rough idea of its costs and benefits.
First question to answer is whether this initiative is the best way
to spend your money. WHY is this initiative needed and do the
key stakeholders agree all with this. This and the cost/benefit
information shall be included in the first idea of the business
case. Are there any other initiatives which deliver more
strategic value and/or a better Return on Investment?
Second question is whether the initiative is straightforward and
predictable, or that the goal is clear, but the way to arrive at it
leave choices to the organization (Project or Programme?),
It ends with the approach to manage the WHAT of the initiative.
Third question is HOW to optimize the governance of the Project
or Programme by defining and resourcing the management roles.
Fourth question is whether it is recommendable to execute
parts of the work in an Agile way. Are the initiative (or part
of it) and the organization fit to use this approach? After an-
swering these questions, you will be on course for the
successful realisation of your change initiative.
The trainer will provide answers to these questions based
on the best practices of Portfolio, Programme and Project
Management. You will participate in a number of group
exercises to learn how to handle the questions in real life; the
objective is to prepare you for organising new initiatives.

This session will provide insight into:
PRINCE2 PROJECT MANAGEMENT:
• *Understanding the basic concept (Business Case, roles, stages)*
• *Better fulfilment of the specific role in the project.*
PROGRAMME MANAGEMENT:
• *Improved project selection by applying the principles*
  of Programme management.
• *Programme management to realise improved benefits*
  by applying the role of the Business Change Manager.
PORTFOLIO MANAGEMENT:
• *Improved priority setting for projects and programmes.*
• *Selecting a start date based on when resources are available.*
AGILE:
• *Understanding Agile (cyclical) development instead*
  of linear development.
• *Advantages of Agile.*
• *Rules for assessing when an Agile approach is beneficial.*
• *How to check if an organisation is suitable for*
  Agile working (Checklist).

11:45 - 12:45 Lunch

12:45 - 16:15 Project game: Experiential Learning by
an International Training Agency
(name to be announced on the training day)

The participants will be divided into project teams and, with the
help of the theory described in part 1, will execute a project.
This adventure will challenge you to work together as a
prepared, organised, and focused project team, because
competition is fierce and the clock is ticking.
Work as a team and utilise everyone's strengths. Discover the
direct impact of effective teamwork, planning, preparation, and
execution. It's not just all fun and games; you will learn a lot
about project planning, preparation, and execution to deliver
maximized productivity and results.
Following a short break after the game, there will be a review
of what the participants have learned. Which project teams
brought the project to a successful conclusion, and which
teams didn't? What went well and what went wrong?

16:15 - 16:45 Break

16:45 - 17:45 Part 3 Treasury project management in practice

Based on real life business cases, Judith van Paassen and
Erik Marinussen will discuss with the audience how treasury
projects are executed in practice. Based on their experience
and selected project examples, they will discuss scope and
objectives, project planning and organisation as well as lessons
learned. Additionally, based on the day's input, they will bring
together into practical lessons learned the theory from part 1,
the case practised in part 2, and their own experience.
In summary, discussion topics are:
• *Typical projects within a Treasury environment*
• *Based on selected projects:*
  o *Scope and objectives*
  o *Project planning and organisation*
  o *Lessons learned based on Zanders projects*
• *Lessons learned based on today's input*

17:45 – 19:00 Drinks & Dinner

WHO IS THIS FOR? DACT Corporate Members

WHEN AND WHERE? Monday 8 November 2021 in De Landgoederij te Bunnik

NUMBER OF PARTICIPANTS: maximum 60 First come first served!

LANGUAGE: Dutch. Or English if a significant number of non-Dutch-speaking members register

COST: The intensive training and the limited number of participants per session mean that the costs are higher than for the average DACT training activity. DACT is nevertheless offering this training day free-of-charge, but there is a possibility that members will be asked to pay a contribution towards future project management training events.

REGISTRATION AND CANCELLATION: You can register up to 20 October 2021 using the link on the website. After registering, you can let us know if you are unable to attend up to and including 29 October. If we do not receive a message, or it is not received by the deadline, you will be obliged to pay 200.00 excluding VAT irrespective of the reason for non-attendance. Accordingly, the Secretariat will send you an invoice.

Would you like to take part in this training day? If so, please register ASAP on **www.dact.nl**.

DACT | DUTCH ASSOCIATION OF **CORPORATE TREASURERS**