



Adım Adım Tasarım

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## Project Management (in English) (Beginners, Advanced)

**Eğitmen:** [Frank Herbert Schlammer](#)

### Eğitim Tarihi ve Süresi:

**Beginners:** Toplam 30 saat

- Her Pazartesi – Çarşamba - Cuma : (18.30 – 21.45)

**Advanced:** Toplam 48 saat

- Her Cumartesi: (9.30 – 14.30)
- Her Salı - Perşembe: (18.30 – 21.45)

Eğitimler sonunda **Katılım Belgesi** verilmektedir

**Ücret:** Beginners:380 TL Advanced: 680 TL (2 ve daha fazla sayıda kayıt durumunda **20% indirim**)

### Tanım/Definition:

- A [project](#) is a temporary endeavor, having a defined beginning and end (usually constrained by date, but can be by funding or deliverables), undertaken to meet unique goals and objectives, usually to bring about beneficial change or added value.
- [Project management](#) is the discipline of planning, organizing, securing and managing resources to bring about the successful completion of specific project goals and objectives.
- Course will cover the project management techniques for small and medium size projects to be realized with a minimized, high efficient, low-cost, hard near the praxis, solutions and applications, instead of dry theory. Including but not limited to technical projects.

### İçerik / Topics to Be Covered (BEGINNERS): (Eğitim Dili İngilizcedir)

- **Project Overview**
  - What's a Project
  - Project and factory handling / differences

- Projects and strategic planning
- Project integration (into companies)
- Interfaces of a project
- What's project management
- What's project leadership
- Project structures



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- **Project Management by the Project leader (Theory)**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- Integration Management</li> <li>- Specification Management</li> <li>- Date management</li> <li>- What's a dead-line</li> <li>- Cost management</li> <li>- Quality Management</li> <li>- Personal Management</li> <li>- Communication Management</li> <li>- Risk Management / Controlling</li> <li>- Acquisition</li> <li>- Parting projects / distributor, subcontractor, working packages</li> <li>- Project integration (staff) / teambuilding inside the company</li> <li>- Project cycles           <ul style="list-style-type: none"> <li>o Start (after winning a tender)</li> <li>o Detailed Design</li> <li>o Order</li> <li>o Manufacturing</li> <li>o Delivery to in-house storage</li> <li>o In-house completion / montage</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>o Monitoring</li> <li>o Controlling</li> <li>o Change Management</li> <li>o Documentation</li> <li>o Preliminary acceptance test</li> <li>o Packaging</li> <li>o Transport</li> <li>o On site installation</li> <li>o Final completion</li> <li>o Final testing and final acceptance test</li> <li>o Customers handing over</li> <li>o Personal training</li> <li>o Project Review</li> <li>o Final Cost control</li> <li>o Archiving of all documents and drawings</li> <li>o End / Handing over to Service, company management</li> <li>o Discharge of the project responsible</li> <li>o Service</li> </ul> |
|---|---|

- **Documents Part I (with examples)**

- How to read a tender
- How to read a contract
- How to prepare an effective system structure plan
- Examples and exercises

- **Documents Part II (with examples)**

- Project software (like MS-Project)
  - o What's MS-Project
  - o How to use MS-Project
  - o Creating an effective system structure plan for a time table
  - o Creating a timetable
  - o Creating a Personal Plan and Subcontractor Plan
  - o Working hours control
  - o Examples and exercises



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- **Documents Part III (with examples)**
  - Using Excel for Project Management
  - o Creating an effective system structure plan
  - o Creating a Supplier plan
  - o Creating a Risk plan
  - o Creating Cost plan
  - o Creating a Quality plan
  - o Creating a Documentation plan
  - o Creating a Service plan
  - o Responsibilities
- **Test**
  - Written
  - Verbal
  - Practice

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### Uygulama Alanları / Application Areas:

- Engineering
- Finance
- Construction
- Defense, Commercial
- Software
- Academia

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### Kimler Katılmalı / Who Should Attend:

- Program/Project Leaders
- Program/Project Managers
- Project Members
- Purchasing department members
- Owner of companies
- All shareholders who are involved personally or which have any contact to projects, or who wants to work, in future, around projects.

### Detaylı Bilgi ve Kayıt:

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**İçerik / Topics to Be Covered (ADVANCED):** (Eğitim Dili İngilizcedir) [www.erinmez.com.tr/egitim.html](http://www.erinmez.com.tr/egitim.html)

- **Pre-Project Phase (The way from the first idea to the preliminary design study)**
  - How to start a Pre-Project Phase
  - The first direct contact with the customer
  - First specification
  - Feasibility study
  - First estimate of costs
  - Examples and exercises
  - First timeline
  - How to exit and when (Controlling)
  
- **Specification phase**
  - Tender generation
  - Contract generation
  - Customer / employer obligation
  - Manufacturer obligation
  - Creating a time schedule
  - Last chance for exit (Controlling)
  - Examples and exercises
  
- **Project Overview (Only a short repeat for to bring on the same level)**
  - What's a Project
  - Project and factory handling / differences
  - Projects and strategic planning
  - Project integration (into companies)
  - Interfaces of a project
  - What's project management
  - What's project leadership
  - Project structures
  
- **Project Management by the Project leader (short repeat for to bring on the same level)**
  - Integration Management
  - Specification Management
  - Date management
  - What's a dead-line
  - Cost management
  - Quality Management
  - Personal Management
  - Communication Management
  - Risk Management / Controlling
  - Acquisition
  - Parting projects / distributor, subcontractor, working packages
  - Project integration (staff) / teambuilding inside the company
  - Project cycles
    - o Start (after winning a tender)
    - o Detailed Design
    - o Order
    - o Manufacturing
    - o Delivery to in-house storage
    - o In-house completion / montage
    - o Monitoring



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- o Controlling
- o Change Management
- o Documentation
- o Preliminary acceptance test
- o Packaging
- o Transport
- o On site installation
- o Final completion
- o Final testing and final acceptance test
- o Customers handing over

- o Personal training
- o Project Review
- o Final Cost control
- o Archiving of all documents and drawings
- o End / Handing over to Service, company management
- o Discharge of the project responsible
- o Service

### • Tips and Tricks

- Documentation
- Service
- The Salesman
- The customer
- The engineering office
- The subcontractor
- The system (quality, functionality)
- Teambuilding
- The transport
- Individual characters on site
- The On site installation
- Different country / region mentality
- Different environment specifications
- Different foreign standards
- The handing over
- Billing control
- Bill of delivery

- The Project diary
- Selling during Projects
- Invoicing practice for unexpected costs by
  - o Workflow delay
  - o Changes
  - o Additional order
  - o Not specified factors
- Interim-Management
- De-escalation Management
  - o Customer
  - o Subcontractor
  - o Team
  - o Internal Company management
  - o Other companies
- Motivation

### • Practical Part

- Documents (practical Exercises)
  - Using Excel and MS-Project for Project Management
    - o Creating an effective system structure plan
    - o Creating a Supplier plan
    - o Creating a Risk plan
    - o Creating Cost plan
    - o Creating a Quality plan
    - o Creating a Documentation plan
    - o Creating a Service plan
    - o Responsibilities



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- **On Site Practice (by request)**
  - Team forming on site / Montage
  - Communication on site
  - Interfaces to other companies on site
  - Project leader safeguarding
  - Projection of onsite pictures and identification of typical situations which could be have a consequence to our project - Collective detection and conclusion
- **Discussion**
- **Test**
  - Written
  - Verbal
  - Practice

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