International VDI Workshop

Project Management & Business Administration
in technical working Environments

Key Topics:
- Plan a real-world Project including its critical Success Factors
- Controlling Projects “on Time – on Spec – on Budget”
- Measure Performance and Success Criteria based on Key Metrics: Time, Resources, Capacities, Budget
- Develop a deep Understanding of the overall Business
- Understand the Flow of Capital in the Company and see “the Big Picture”

Dates and Venues
- April 27 and 28, 2020, Frankfurt
- August 19 and 20, 2020, Dusseldorf
- November 25 and 26, 2020, Munich

How to gain profit and manage the fundamentals, framework and settings of international projects

Workshop Chair
Dipl.-Ing. (FH), Dipl.-Wirtsch.-Ing. (FH) Jürgen Rismondo, Robert Bosch GmbH, Stuttgart, Germany

An event organized by VDI Wissensforum GmbH
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General Information

Aims and Objectives

In order to manage projects successfully and to know how a company works, associates need business skills and a deep understanding of the connections and relationships between their company’s individual departments. A key success factor for companies today is adopting an entrepreneurial mindset and acting at all levels and in all functions.

Industrial companies work in projects spanning various functions and divisions. Professional project management contributes substantially to business success. With the ever rising number and importance of projects in companies, project management takes on a greater significance. But also increased profit margins are one of the key success factors.

Concurrently, business management is becoming increasingly important. Workshop participants perform management simulations to learn about complex systems with an experiential emphasis, including immediate learnings on the consequences of their decisions. They learn how to juggle competing priorities amidst a constant influx of information, while being exposed to all business aspects.

Target Group

- Engineers working in international organizations
- Employees of project driven organizations
- Internal and external project members and participants
- Technical specialists and managers
- Future, newly appointed and experienced project managers from all industrial divisions
- Project engineers from the industrial sector who want to gain basic knowledge in project management or business administration

Workshop Chair

Jürgen Rismondo works at the Robert Bosch GmbH in Stuttgart, Germany as an engineer and project manager for customer-oriented automotive system development as well as in the field of employee qualification. He leads the internal training in the field of “Business Administration and project management for engineers with simulations”. He has also worked with customers from all over Europe and the United States for many years. With the combination of technical and business competence Jürgen Rismondo has the perfect background to take a look at the overall entrepreneurial activity.

Workshop Methods

Every pilot trains on the simulator before flying for the first time! Experience project and business management “live”. In this workshop you will actively and interactively learn how to manage your project and your business successfully with two different simulations. In the project simulation all the project phases are physically presented on a gaming board. In the business simulation a whole company is represented on a gaming board on which each step of your decision can be seen – including the result of your decisions. You will lead every department and you are responsible for the overall outcome.

Please don’t forget to bring along a calculator as we will be handling some large numbers.

Learn more about our other Workshops:

Agile Project Management with Scrum
July 21 and 22, 2020, Stuttgart
October 28 and 29, 2020, Dusseldorf

Design Thinking Basic Training
July 21 and 22, 2020, Aschheim near Munich
November 17 and 18, 2020, Mannheim
Workshop Content

Project Management & Business Administration

1. Day 09:30–18:00
2. Day 08:30–16:30

Project Management Fundamentals

The Fundamentals of Project Management
- What are the processes and the single phases within a project?
- How are roles and responsibilities defined within a project?

Successfully initiating Projects
- Defining project targets and goals
- Determining the content and project scope
- Analyzing the expectations of stakeholders
- Creating a safe project charter

Planning Projects
- Describing the project content and scope
- Planning a project’s structure (work breakdown structure)
- Project planning and scheduling
- Planning resources and costs
- Planning how to manage risks and quality

++ The most important plan:
The planning of the planning

Executing, Monitoring and Controlling
- How to do a project kick-off
- Managing changes within the project plan
- Monitoring and controlling risks
- Reporting project achievements
- Ensuring communication within the team

Project Closure and Evaluation
- Lessons learned in the project
- Conducting a project closure

Business Administration Compact

Basics of Financial Management
- Measure and steer business success through financial management
- Understanding financial reports and financial analysis of the company’s status
- Getting to know the basic concepts of business planning, steering and production planning

Cost Management
- Understanding cost accounting, cost planning and cost control at the corporate and cost center level
- Determine and influence cost targeted behavior and cost structure
- Recognize and use relevant cost information for enterprise decisions
- Gain a better understanding of the department dependencies and put this knowledge into practice
- The meaning of modern economic indicators such as EBIT, EBITDA, Return on Sales (ROS), etc.

Five Reasons why you should attend:

1. Learn the fundamentals of project management and business administration
2. Apply the main instruments of project management
3. Improve coordination and increase collaboration with other executives and departments
4. Improve leadership and management of teams
5. Develop a deep understanding of the overall project business and the impact of your decisions
Learning how your Company gains Profit through Projects

International VDI Workshop:
Project Management & Business Administration

VDI Wissensforum GmbH | VDI-Platz 1 | 40468 Düsseldorf | Germany

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Title ___________________________ VAT-ID ___________________________
Company/Institute ___________________________ Job Title ___________________________ Department ___________________________
Street ___________________________________________
ZIP Code, City, Country ___________________________
Phone ___________________________ Mail ___________________________ Fax ___________________________
Deviating bill address ___________________________

Participants with an invoice address outside of Austria, Germany and Switzerland are kindly requested to pay by credit card. Please don’t send your credit card details via email, fax or post. Please book your ticket at www.vdi-wissensforum.de. Transferring your credit card details via our website ensures your details are encrypted and security of your data is guaranteed.

✔ Please register for (Price per Person plus VAT):

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<th>International VDI Workshop</th>
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<td>☐ April 27 and 28, 2020</td>
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<td>Frankfurt</td>
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<td>(085E15001)</td>
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<td>EUR 1,790.–</td>
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<td>☐ August 19 and 20, 2020</td>
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☐ Participation Fee VDI-Members Save 50 € for each Workshop Day. VDI membership no.*: ___________________________

* For the price category 2, please state your VDI membership number

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www.vdi-wissensforum.de/hrs

Workshop Venues:

Frankfurt: Novotel Frankfurt City, Lise-Meitner-Str. 2, 60486 Frankfurt, Phone: +49 69/79303-0, Mail: h1099@accor.com

Dusseldorf: NH Düsseldorf City, Kölner Str. 186 – 188, 40227 Dusseldorf, Phone: +49 211/7811-0, Mail: nhduesseldorf@nh-hotels.com

Munich: NH München Messe, Eggenfeldener Str. 100, 81929 Munich, Phone: +49 89/99345-0, Mail: groups.nhmuenchenmesse@nh-hotels.com

Services: The price includes beverages during breaks and lunch. The workshop documents will be handed out on-site.

Exclusive offer: All participants at this event are entitled to a free three-month trial VDI membership.

(Offer applies exclusively to new members.)