



Company Profile
Project Management Services

www.techno-managment.com

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1. Techno Management in a Glance

1.1 Who are we

Techno Management is a regional leader organization in providing **End to End** management consulting services that form the basic building blocks required for implementing the Enterprise Project Management.



At *Techno Management*, we work closely with our valued customers to increase their readiness level to implement Enterprise Project Management. This includes training, methodology development, tools implementation, assessment, and other services.

Techno Management differentiation is in its focused business model and its specialized Management Consultancy service portfolio that makes *Techno Management* a unique, credible, unbiased service provider.

Our achievements in many countries in the Middle East and Africa are a result of our continuous endeavors to combine talent, quality, and values together.

1.2 Vision

To be a leading Management Consulting Organization that helps companies to apply modern management as a way of life.



1.3 Mission

To build a binding and continuous relationship with organizations seeking Management support and provide them with continuous capabilities improvement through:

- Continuous Education.
- Continuous consultancy.
- Continuous methodology development.
- Continuous tools development and upgrade



2. Our Services

Techno Management provides different services in the domain of the Project Management. Below, are our basic services in this domain:

Consultation

1. Project Audit
2. Project Management
3. Implementing MS Project Server
4. Project Performance Management
5. Developing Corporate PM Methodology
6. Establishing Project Management Office

MS Project 2010 Add-Ons (EPMView)

1. Summary Reports
2. Task Tracking Reports
3. Issues Reports
4. Resource Management Reports
5. Portfolio Management Reports
6. Contract Management Reports
7. Executive Dashboards

Training

1. Project Management Essentials
2. Microsoft Project professional 2010
3. Microsoft Project Server 2010
4. PM Knowledge Areas (PMP)
5. Advanced Planning Workshop

3. Project Management Consultation Services

Techno Management provides the following Project Management services:

1. Project Audit
2. Project Management
3. Implementing MS Project Server
4. Project Performance Management
5. Developing Corporate PM Methodology
6. Establishing Project Management Office

3.1 Project Audit

Project auditing is a very useful service to projects based organizations. Through which, organization will be able to measure how effective their Project Management methodology is, and how far the project team members are complying with the methodology. During this service, *Techno Management* will do the following:

- Ensure the compliance to the Project Management methodology
- Identify any problem with the applied methodology.
- Identify any un-managed risks.
- Coach the project managers in complex projects.
- Help in changing the PM culture within the organization.
- Document the auditing results which can be used as “Lessons Learned”

3.2 Project Management

Outsourcing Project Management is a cost effective solution for organizations which do not have the right Project Management skills to manage complex projects. *Techno Management* will work closely with the customer during the project life within the following scope:

- RFP Preparations
- Proposal Evaluation
- Contract Negotiation
- Project Planning, Execution, Control and Close Out
- Risk Management
- Timely Reporting
- Timely Project Meetings, like:
 - Kick off meetings
 - Steering Committee Meetings
 - Status report Meeting
 - Progress Meeting

3.3 Implementing MS Project Server

Microsoft Project 2010 Server streamlines project activities. It provides organizations with a central platform that centrally manages a repository for standardized project and resource data. Microsoft Project Server provides teams with convenient access to the project information through its Web interface. This service covers the following scope:

- **Installation**
 - Server Installation
 - Server Configuration
 - Automation Integration
- **Deployment**
 - Tuning and Workflow Setting
 - Security
- **Training**
 - Knowledge Transfer
 - Multi-Level Awareness Sessions

3.4 Project Performance Management

Project Performance Management is one of the services that would be provided by the Project Manager's office. However, **Techno Management** is ready to do this service on behalf of the customer. This service will cover the following scope:

- Identify the required performance baseline
- Collect the actual project progress
- Produce reporting dashboards to reflect the project performance in terms of:
 - Project cost variance
 - Project schedule variance
 - Project managers' performance
 - Team members' performance

3.5 Developing Corporate PM Methodology

Having identified the need for the corporate methodology, **Techno Management** will work with the organization and apply the best practices to produce the most suitable methodology that fits the customer's environment. Developing a corporate Project Management methodology will cover the following scope:

- Study the current customer's Project Management process.
- Analyze the existing customer's Project Management process.
- Identify the current projects' problems.
- Develop a new PM methodology.
- Spread the methodology awareness amongst the customer's teams.

- Receive any feed back and update the proposed methodology accordingly.
- Run the necessary training for selected core team.

3.6 Establishing Project Management Office (PMO)

Once the organization has the right Project Management methodology in place and the right project team structure, the need for the Project Management Office immerges. *Techno Management* will work closely with the customer to create the PMO, who will be capable of achieving the following:

- Own the overall organization PM vision.
- Own an overall view of the ongoing projects.
- Introduce the proper Project Management tools.
- Take over the runaway projects.
- Establish risk mitigation processes.
- Review and manage the project portfolio.
- Conduct project reviews and audits.
- Organize and manage the resource pool.
- Identify and develop project managers.
- Recruit the new project managers needed.
- Introduce the corporate project management tool

4. MS EPM 2010 Add-Ons “EPMView”

During delivering Project Management services to our customers, *Techno Management* identified the need for many reports to complement the EPM 2010 tool. These reports were developed to be used by our consultants and also were provided to our customers who use the EPM 2010 and need more reports and modules that do not exist in the current version of the EPM 2010. These add-ons are grouped into one product that *Techno Management* is selling on top of Microsoft EPM 2010 and EPM 2010 and branded as “EPMView”. EPMView reports and modules are divided into the following categories.

1. Summary Reports
2. Task Tracking Reports
3. Issues Reports
4. Resource Management Reports
5. Portfolio Management Reports
6. Contract Management Module

4.1 Summary Reports

- Periodical project status report: one page report that will include the accomplishments, work in progress, issues and risks for the reporting period. User can drill down in this report to see more information within this period.
- Projects Health Report: a report that shows only one line per project with a visual color indicator of the project health that reflects the schedule variance.

4.2 Task Tracking Reports

- Overdue tasks: a report that shows the tasks that are overdue from the current date with their corresponding percentage complete, duration, duration variance, start date, baseline start date, start variance, finish date, baseline finish date, finish variance and assigned resources.
- Upcoming tasks: a report that shows tasks that are not complete and are about to start in an upcoming period.
- Achieved tasks: a report that shows tasks that have been achieved within a selected time period.

- In progress tasks: a report that shows tasks that are being worked on at the selected time of producing the report.
- Critical Dependency tasks: a report that shows tasks that are highlighted in the schedule as dependency tasks.
- Performance Point tasks: a report that shows tasks that are highlighted in the schedule as performance points.
- Earned Value: This report shows the earned value of tasks from the projects of different divisions. The Earned Value indicates the amount of the actually completed work against the amount of work that was planned to be completed.

4.3 Issues Reports

- Issues tracking: a report that shows the project issues. It shows the issues, status, requested by, assigned to, issue reference and due date.
- Risks: a report that shows the project risks, status, probability, impact, assigned to, mitigation plans and contingency plans.
- Project diary: a report that produces the project diaries that are recorded by the project managers.
- Project brief: a report that produces the project briefs that are recorded by the project managers.

4.4 Resource Management Reports

- Assignments by Resource: a report that produces the project assignment to the selected resources within selected projects.
- Assignments by Project: This report shows all the assignments of different projects across all the organization.
- Project Managers Performance: a report that shows the performance of the project managers based on their projects' variances and weight for each project.
- Project Team Member Performance: a report that shows the performance of the project team members based on their task accomplishments.
- Bill of Quantity: a report that shows the capital expenditures that will be spent in the project as assets.

4.5 Portfolio Management Reports

- Project portfolio: a report that shows one line per project, each contains the project name, project percentage complete, start and finish dates. Projects are grouped by the relevant portfolios.
- Project portfolio by budget: a report that shows how budget is distributed over the portfolios within the organization.
- Project portfolio by contract: a report that shows how contracts are distributed over the portfolios within the organization.

4.6 Contract Management Reports

- Deliverables: a report that shows the project deliverables for each project. It includes the deliverable contract number related to each deliverable and deliverable price.
- Purchase orders: a report that shows the purchase orders issued per each project. It contains the purchase order number, its value, date and description.
- Contracts: a report that shows the contracts and status of the contract for each project.
- Change requests: a report that shows the change requests issued for each project.
- Project Invoices and payment tracking: a report that shows the payment progress of the selected project. It includes invoices details, payment details and the due payments
- Portfolio payment tracking: a report that shows the selected portfolio financial details, the project budget, project contracts, invoiced values, remaining values.

4.7 Executive Dashboards

Using Balanced Scorecards, *Techno Management* produced a set of visual dashboards that provide the different project progress information that helps the executives to take the appropriate decisions. These dashboards include the following:

- Project variances
- Resource allocation
- Issues and risk progress

This information can be drilled down starting from the corporate level till the lowest level of information.

5. Project Management Training Programs

To complement our project management offering, *Techno Management* provide the following training courses:

1. Project Management Essentials
2. Microsoft Project 2010 professional
3. Microsoft Project 2010 Server
4. PM Knowledge Areas (PMP)
5. Advanced Planning Workshop

5.1 Project Management Essentials Course

This basic Project Management training is conducted by *Techno Management* and will help your staff to talk the same language in so far Project Management terminologies and concepts are concerned. This course covers the following areas:

- 1- Introduction to Project Management
- 2- Project Selection
- 3- Project Planning
- 4- Project Control
- 5- Project Execution
- 6- Project Close Out

5.2 Microsoft Project 2010 Professional Course

Microsoft Project 2010 Professional is one of the most renowned tools of Project Management. Throughout the course, Participants will be exposed to its versatile functions, starting from the very basic ones that handle the most basic projects, to the most sophisticated functions that are used to handle complex multi project environments. This course will cover the following areas:

- 1- Task Entry
- 2- Calendar Setting
- 3- System Different Views
- 4- Handling Resources
- 5- Project Tracking
- 6- Multi Project Files
- 7- Reporting

5.3 MS Project Server 2010 Course “PM Track”

Project Server 2010 is a powerful tool that allows organizations to store, organize, and share important project information in a secure enterprise environment.

During this course, Participants will learn how to manage successfully projects' activities, track progress, monitor risks, issues, and Share documents among stakeholders.

This course will cover the following areas:

- 1- Overview of MS Project Server 2010
- 2- Accessing MS Project Server
- 3- Home Page
- 4- Working with tasks
- 5- Managing the Status Reports
- 6- Working in the Projects Center
- 7- Working in the Resources Center
- 8- Managing task Updates.
- 9- Working with Risks
- 10- Working with Issues
- 11- Working with Documents

MS Project Server 2010 Course “Admin Track”

This hands-on course allows the Project administrator to gain the skills and knowledge to successfully configure, administer and maintain MS Project Server 2010.

This course will cover the following areas:

1. Project Server Overview
2. Managing Security
3. Managing Views
4. Manage Enterprise Data
5. Time & Tasks Management
6. Customizing Project Web Access
7. Database Administration
8. Queue Management
9. Operational Policies Management

5.4 Project Planning Workshop

Once the project team members acquire the theoretical part of the project management as well as the methodology is developed, they are in the position to apply this knowledge on real life projects.

During this workshop, the project team members will apply the developed Project Management Methodology. They will learn how to apply the processes, procedures, templates, best practices and standards. They will also learn about the different components of this Project Management methodology and be encouraged to come back to their organization and implement it. The workshop will go through the following project phases:

1. Phase 1 -Project selection

- a. Describe the project
- b. Develop business case
- c. Obtain decision to proceed

2. Phase 2 - Planning

- a. Identify project resources
- b. Assess levels of participation of resources
- c. Develop preliminary project plan
- d. Conduct internal project kickoff meeting
- e. Develop integrated project plan
- f. Finalize baseline project plan

3. Phase 3 –Implementation and Control

- a. Establish the project management information system
- b. Monitor and control project
- c. Manage cost, schedule, and resource variance
- d. Control changes to project
- e. Manage project progress
- f. Manage contract
- g. Manage suppliers
- h. Manage risk
- i. Manage test and acceptance
- j. Obtain sign-off

4. Phase 4 – Close Out

- a. Transition to operations and support
- b. Close out project internally
- c. Hold final project team critique and review

5.5 Advanced Project Management Training (PMP)

The Project Management Professional Certificate (PMP), from the internationally renowned Project Management Institute (PMI), is by far the project management credential of choice across a vast array of industries and companies. Your organization, by attaining the PMP credential within its staff, will be included within the companies that manage their projects in a well governed process.

This training will be based on the Project Management Body of Knowledge (PMBOK) from the Project Management Institute (PMI). It will cover the following modules:

- 1- Project Management Framework
- 2- Project Scope Management
- 3- Project Time Management
- 4- Project Cost Management
- 5- Project Quality Management
- 6- Project Human Resources Management
- 7- Project Communication Management
- 8- Project Risk Management
- 9- Project Procurement Management
- 10- Project Integration Management
- 11- Project Professional Responsibilities

6. Testimonials

- *For a long time, we believed that Primavera is far superior to Microsoft Project. With the extra modules and reports developed by **Techno Management**, we are confident to propose Microsoft EPM 2010 to our customers in an industry dominated by Primavera.*

Samir Labib,
Construction Consultant, Kuwait



- *A key success factor of the EPM implementation at CSC, is that we used project management professionals and not IT professionals. **Techno Management** is the right choice for this job.*

Mahmoud El Kady
Systems Manager
Civil Service Committee, Kuwait

- ***Techno Management** understands what project managers and executives are looking for. Their implementation of the EPM with the extra reports and modules turned Microsoft EPM to a powerful tool that is indispensable for any project management organization.*

Amr Zahra
PMO Manager
Ministry of Finance, Egypt

- *Thanks to **Techno Management**. You showed high degree of flexibility, professionalism and ownership*

Adham Shaher
Technology Process & Service Management
Mobinil, Egypt

- ***Techno Management** has showed high degree of professionalism and commitment in managing projects on our behalf. They had the right caliber to successfully manage projects right from the beginning to the close out.*

Ahmad Gamal
Manager, Electronic Banking, Gulf Area
NCR Corp, Kuwait

Appendix-1 – Customer List

1-Egypt

No	Customer	Service
1.	Ministry of Finance	- Infrastructure Design - Project Management - Developing PM Governance System - Project Management It Infrastructure - PM Corporate Training
2.	Palm Hills	- Project Management Training
3.	Mobinil	- MS Project Server Implementation - Project Management Training
4.	ITSoft	- MS Project Server Implementation - Project Management Training
5.	Etisalat Egypt	- Project Management Training
6.	ALKAN Networks	- Project Management Methodology - MS Project Server Implementation - Project Management It Infrastructure - PM Corporate Training
7.	ESRI Middle East	- Project Management Methodology - MS Project Server Implementation - Project Management Training
8.	Ministry of Higher Education	- Project Management Training
9.	ITWorx	- Project Management Training
10.	ALKAN Telecom	- Project Management Methodology - MS Project Server Implementation - Project Management Training
11.	Pfizer	- Project Management Methodology - MS Project Server Implementation - Project Management Training
12.	Giza Systems	- Project Management (ERP & Telco Systems), - PM Methodology, - PM Courses, - PM Office, - Project Audit
13.	Link Dot Net	- Project Management Consultancy
14.	System Engineering of Egypt (SEE)	- Project Management Methodology - MS Project Server Implementation
15.	Mobinil	- (GSM Operator) PM Certification Program
16.	Microtech	- Project Management Methodology - MS Project Server Implementation

17.	National Authority for Remote Sensing & Space Since (NARSS)	- Project Management Training
18.	Middle East Network System (MNS)	-Project Management Methodology
19.	BSD	-Project Management Methodology
20.	General Motors	- Project Management Training
21.	Microsoft	- E-Government (Egypt) Project Management
22.	Nestle Co.	- Project Management Training
23.	AMIDEAST (American Middle East Org.)	- PM Consultancy
24.	Savola	- Project Management Training
25.	Microsoft	- Project Management Partner - Developing Methodology
26.	Cairo 2000	- Project Management (ERP solution)
27.	LuxSAT – Egypt	- Project Management (ERP solution)
28.	HEDO Group	- Project Management Training
29.	Logic	- PM Courses

2-Kuwait:

No	Customer	Service
1.	Kuwait Stock Exchange	- Project Management Training - MS Project Server 2007 Implementation - MS Portfolio Server 2007 Implementation
2.	Civil Service Commissions	- Project Management Training - MS Project Server 2007 Implementation - Developing PM Governance System - Project Management IT Infrastructure
3.	Kuwait Oil Company (KOC), Planning Division	- Project Management Training - MS Project Server 2007 upgrade - MS Project Server 2003 Implementation
4.	Kuwait Oil Company (KOC), R&T Division	- Project Management Training - MS Project Server 2007 Implementation
5.	Agility (PWC Logistics)	- Project Management Training
6.	Al Jazeera Airlines	- Project Management Training - MS Project Server 2007 Implementation
7.	Commercial Bank of Kuwait (CBK)	- Project Management Training - MS Project Server 2007 Implementation
8.	Agility DGS (PWC)	- Project Management Training
9.	Agility IT (PWC)	- Project Management Training
10.	National Bank of Kuwait (NBK)	- Project Management (Banking Call Center)

11.	Kuwait National Petroleum Co. (KNPC)	- Project Management Training - Project Server Migration from 2003 to 2007
12.	Al Humaizi Food Stuff	- Project Management Training
13.	Kuwait Finance House (KFH)	- Project Management Training - MS Project Server 2003 Implementation
14.	Central Bank of Kuwait	- Project Management Training
15.	Gulf Bank of Kuwait	- Project Management Training
16.	Burgan Bank	- Project Management Training
17.	Kuwait Oil Company (KOC), IT Division	- Project Management Training - PM Methodology Development - MS Project Server 2003 Implementation
18.	Ministry of Justice	- Project Management Methodology - Setting the IT strategy
19.	Jeezan / Medcomm	- BOT Proposal for running the Al Abdally Border Post between Kuwait and Iraq
20.	Min Of Social Affairs & Labor	- E-Government RFP Preparations. - MOSAL Business Process Definition
21.	Al Yousfi	- SMS Portal
22.	Beshara Group	- Project Management - PM Courses - Project Audit
23.	Microsoft	- Project Management Partner
24.	NCR	- Project Management Consultancy

1-

3- United Arab Emirates (UAE)

No	Customer	Service
1.	DU	- MS Project Server Implementation - Corporate Portal Development & Implementation
2.	DAS Holding "Abu Dhabi"	- MS Project Server Implementation - Corporate Portal Development & Implementation
3.	Tawasl "Abu Dhabi"	- MS Project Server Implementation - Project Management Training
4.	Lootah Group "Dubai"	- Project Management Training

4- Oman

No	Customer	Service
1.	Royal Office	Managing the following projects: - Data Center infrastructure - Server and Storage

		<ul style="list-style-type: none"> - Active Network - Structured Cabling (subcontracted to HOI IITC) - BMS - Audio/Visual Systems - EVAC Systems - Broadcast Studio - FM tx - Conference System - IP TV - TV Monitoring Studio - SDH Network
2.	Information Technology Authority (ITA)	<ul style="list-style-type: none"> - MS Project Server Implementation - Project Management Training
3.	OETC (Oman Electricity Transmission Company)	<ul style="list-style-type: none"> - Project Management Training

5- Qatar:

No	Customer	Service
1.	Qatar Airways	<ul style="list-style-type: none"> - MS Project Server Implementation - Project Management Training
2.	Internal Security Force (ISF)	<ul style="list-style-type: none"> - MS Project Server Implementation - Project Management Training
3.	Supreme Council of information Communication Technology (ICT Qatar)	<ul style="list-style-type: none"> - MS Project Server prototype
4.	Ministry of Civil Service Affairs and Housing (MCSAH)	<ul style="list-style-type: none"> - MS Project Server Implementation - Project Management Training
5.	Al Jazeera Channel	<ul style="list-style-type: none"> - Project Management
6.	Qatar Gas	<ul style="list-style-type: none"> - MS Project Server 2002 Implementation
7.	New Horizon	<ul style="list-style-type: none"> - Project Management Training

6- Libya:

No	Customer	Service
1.	Brown & Root North Africa	<ul style="list-style-type: none"> - Project Management Training

7- Singapore:

No	Customer	Service
1.	Microsoft Singapore	<ul style="list-style-type: none"> - Project Management Training

8- Malaysia:

No	Customer	Service
2.	Microsoft Malaysia	- Project Management Training

7. Contact Us



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