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PROJECT MANAGEMENT[©]

The course

This training is suitable for team members, managers, supervisors involved in projects in daily activities. They will be able to get the big picture about project management and how to improve the efficiency of the projects activities' flow.

The course is a tool which provides an overall view of management and a basic understanding of business processes and at the same time develops management skills such as motivating, evaluating, increasing the team's responsibility and communicating in the project team. The program is a very practical introduction to the principles of Project Management through the use of presentations and case studies.

Learning outcomes

- Understand the fundamental principles of Project Management and the role of a project manager
- Understand some of the basic techniques available to manage projects and how to plan projects.
- Demonstrate that understanding to potential clients
- Adapt easily into project teams using any of the major methodologies
- Take in information fast and disseminate it into established project teams using standard techniques.
- Understand what the risks are and how to manage them
- Understand why control is important and when it is necessary

Course details

Minimum 6, maximum 12 participants in a group

Duration: 2 or 3 days, from 9:00 to 17:00

Trainer: Stefan Palarie

AGENDA

MODULE 1

Introduction to Project Management

- Planning and control
- Defining Project Management
- The Role of the Project Manager

Organising and sizing projects

- Analytical estimation
- The Hierarchical method & Mind-Mapping

Case Study

MODULE 2

Planning

- Systems for planning and scheduling
- Methods for Aggregate Planning

Methods of detailed planning

- Introduction to PERT techniques

Case Study

MODULE 3

Planning & Risk

- Measuring the risk of the plan
- Identifying the risky tasks
- Changing the plan
- The "Crashing" concept

Case Study

MODULE 4

Project Management & Control

- Project sizing
- Setting up a control system
- Cross cultural issues
- Reporting structures

Case Study

Project Management methodologies

- The main functions of project management
- The PMI, 10 step and other methodologies