

Project Management for managers



Purpose of the training

The training is intended for the people who make decisions about starting the project, who take part in planning and executing the project, especially for the people specifying business goals and monitoring the project, as well as the ones who make use of its results.



Benefits of completing the training

The training participants will gain theoretical and practical knowledge necessary for successful management in organisations leading project actions, specifying a need for starting the project, Project Manager, a team and a methodology, monitoring the process.



Expected Listener Preparation

Knowledge of issues related to managing and monitoring projects.
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Training Language

- Training: English
- Materials: English



Duration

2 days / 14 hours

Training agenda

1. Introduction to Project Management
 - What is the project, basic definitions
 - Project and process
 - The place of projects in company/organisation management
2. Project methodologies
 - Benefits from using the methodology
 - PMI, PRINCE2®, AgilePM® - basic assumptions, comparison
 - Adjusting methodology to the specifics of the organisation and the project
3. Project organisation
 - Analysing stakeholders and strategy of behaviour,
 - Project's organisational structure and roles,
 - Decision-making levels and management levels,
 - A selection of best candidates for particular roles
4. Preparing and initiating the project
 - Formulating the goal
 - Business Case
 - Project Chart/document initiating the project
5. Planning the project
 - Planning according to products
 - Planning according to actions
 - Schedules
 - Planning the costs
6. Navigation elements
 - Strategic role of the stages,
 - Managing through tolerances/buffers
7. Communication in the project
 - Communication plan
 - Communication methods/techniques
8. Change Management in the project
 - Change Management and configuration management

- A concept of project issues
9. Risk Management in the project
- Risk analysis (a concept of risk and types of analysis)
 - Reactions to risk
10. Execution and work progress reporting
- Selected work controlling techniques
11. Accounting for and closing the project
- Criteria of success