

The Art of Project Management®

Virtual Training

Number of participants: 8 - 18 Pax

Training Format: 5 modules. Each module takes 3 hours.

Materials: Course document, templates and assessment kits will be provided as soft copy.

Modules:

Module I

- Introduction
- Project Management as a Management Approach
- Project vs. Program
- Project Roles
- PM's Authority
- Project Management & Culture
- Stakeholders Management

Module II

- Standards/Methods & Approach
- Basic Project Management Functions
- Project Objectives
- Statement of Work

Module III

- WBS types
- Hints to create WBS to keep project under control
- Project Organizations
 - One to one structures
 - Linear Responsibility Charts

Belgium Canada China Croatia Germany Greece Hong Kong Indonesia Italy Mexico

Saudi Arabia Serbia Singapore Taiwan Turkey UK USA

Module IV

- Project Schedule
- Realistic estimating a project duration
- Methods to shorten a schedule
- Workload of project members
- Project budget – Project baseline (Planned Value)
- Project control
 - Earned value and actual cost
 - How to read schedule and cost variances to assess the status of the project
 - Identify the time when to re-plan a project

Module V

- Risk management in projects
 - Project risks
 - Roles & responsibilities
 - Risk management processes
- Leadership in Project Environment
- How to build project team – soft skills of Project Managers
- Impact of styles on team work
- Course Review