

Comprehensive Guide to Project Management Fundamentals

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Munich (Germany)

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The Program Flow

Day 1: Project Management Foundations

- Understand core project management concepts and terminology.
- Explore the project lifecycle and process groups.
- Review key project management knowledge areas.
- Understand different organizational structures and their impact on projects.
- Learn the role of project governance in decision-making and control.

Day 2: Project Initiation and Planning

- Develop a project charter that defines objectives, scope, and authority.
- Identify and analyze project stakeholders.
- Create a structured project management plan.
- Define project scope, deliverables, assumptions, and constraints.
- Build a Work Breakdown Structure to organize project work.

Day 3: Project Execution and Monitoring

- Develop and manage project schedules.
- Estimate costs and create project budgets.
- Apply quality planning and control methods.
- Manage resources and assign responsibilities.
- Lead project teams and support effective collaboration during execution.

Day 4: Project Risk and Procurement

- Identify and analyze project risks.
- Develop risk response and mitigation plans.
- Monitor risks throughout the project lifecycle.
- Plan and manage procurement activities.
- Understand contract types and basic contract administration.

Day 5: Project Closure and Agile Methods

- Measure project performance and prepare project reports.
- Manage changes, issues, and corrective actions.
- Conduct project closure and final handover.
- Capture lessons learned for future improvement.
- Understand the basics of Agile project management and when it can be applied.

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A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The board is checkered, and there are concentric circles in the background.

Individual Impact

- Build confidence in managing projects from start to finish.
- Strengthen planning, scheduling, budgeting, and risk management skills.
- Improve leadership and stakeholder communication capabilities.
- Gain practical experience using project management tools and techniques.
- Develop a more structured approach to project execution and closure.

Work Impact

- Improve project delivery consistency and success rates.
- Reduce scope creep, delays, budget overruns, and unmanaged risks.
- Strengthen stakeholder alignment and communication.
- Improve project visibility through better reporting and monitoring.
- Support continuous improvement through structured closure and lessons learned.

Training Methodology

This program combines project management principles with practical application through:

- Project charter and management plan development exercises.
- Stakeholder analysis and communication planning activities.
- Scope definition, WBS, schedule, and budget workshops.
- Risk assessment and mitigation planning exercises.
- Procurement and contract scenario discussions.
- Project reporting, status meeting, closure, and Agile overview activities.

Beyond the Course

Upon completion, participants will be able to:

- Create comprehensive project charters and management plans.
- Develop detailed project schedules and budgets.
- Conduct risk assessments and prepare mitigation plans.
- Lead effective project status meetings and prepare clear reports.
- Manage project scope, quality, resources, procurement, changes, and issues.
- Close projects professionally and capture lessons learned for future improvement.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The board is checkered and has a subtle grid pattern.

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