

PRACTICAL PROJECT MANAGEMENT

Duration of the course is 3 days. You will learn how to define, manage and administrate projects and how to avoid the most common pitfalls. Furthermore you will learn how to clearly define responsibilities for different roles. Different techniques in how to plan a project will be explained to strengthen your skills in project management.

Course description

The course provides you with necessary skills in how to organize and manage the project process. A project is a temporary organization with different stakeholders. Common for all projects are that you with given resources and within a time limit will deliver a defined result to a certain cost.

The course explains the fundamental nature of projects such as methods, techniques and administrative routines. You will also learn how to delegate and follow up projects.

Course objectives and outcomes

- ✓ how to plan a project on the basis of scope, deliveries and activities
- ✓ how to require the right prerequisites
- ✓ how to manage efficient and motivated teams
- ✓ the project process
- ✓ how to handle change requests

Participants

This course is designed for participants who need to increase their skills in project management. The course is suitable for different kind of projects, i.e. IT, product-, service- and organization development etc.

Prerequisites

No prerequisites in project management are required.

Trainer

All our trainers have at least 15 years of practical experience of working as a project manager as well as documented teaching knowledge.

Introduction

- Definitions
- Common problems and difficulties
- Business likeness
- The project environment
- Success factors

Leadership

- Objectives for the project manager
- Team management
- Motivate and enthusiasm
- Responsibilities and authorities
- Conflicts

The project process

- Initiation
- Prestudy
- Planning
- Execution
- Closing

Exercises

- Exercises in every section
- Teamwork, discussions and exchange of experiences



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