



**SCANDINAVIAN ACADEMY**  
Training and Development

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# Course: Project Managers Guide

Code	City	hotel	Start	End	price	Hours
716	Zurich (Switzerland)	Hotel Meeting Room	2024-12-09	2024-12-13	5450 €	25

## Course Description

The 5-day course outlines the philosophy and benefits of project management. It focuses on the nature of risk and how project management can assist in the management of risk, project strategic plans linked to the corporate strategic plan, the contribution of effective human resource management on project outcomes, and basic management tools to effectively manage project objectives

## Course Goal

To enhance the participant's knowledge, skills, and abilities necessary for understanding the philosophy and benefits of project management.

## Course Objectives

**By the end of this course the participant will be able to:**

- Understand the nature and scope of projects and the need for project management
- Identify the nature of risk and how project management can assist in the management of risk
- Develop project strategic plans linked to the corporate strategic plan
- Identify the contribution of effective human resource management on project outcomes
- Develop basic management tools to effectively manage project objectives



## Who Can Benefit?

Operators, projects and safety staff in plants where projects to be implemented

## Course Outline

### The Project Management Framework

- Introduction
  - What is a project?
  - What is project Management?
  - Relationship to other management disciplines
  - Related Endeavors
- The Project Management Context
  - Project phases and the project life cycle
  - Project Stakeholders
  - Organizational Influences
  - Key General Management Skills
  - Social - Economic - Environmental Influences
- Project Management Processes
  - Project processes
  - Process groups
  - Process interactions
  - Customizing process interactions
  - Mapping of Project Management Processes

### The Project Management Knowledge Areas

- Project integration Management
  - Project Plan Development



- Project plan Execution
- Integrated Change Control
- Project Scope Management
  - Initiation
  - Scope Planning
  - Scope Definition
  - Scope Verification
  - Scope Change Control
- Project Time Management
  - Activity Definition
  - Activity Sequencing
  - Activity Duration Estimating
  - Schedule Development
  - Schedule Control
- Project Cost Management
  - Resource Planning
  - Cost Estimating
  - Cost Budgeting
  - Cost Control
- Project Quality Management
  - Quality planning
  - Quality Assurance
  - Quality Control
- Project Human Resource Management
  - Organizational Planning
  - Staff Acquisition
  - Team Development
- Project Communication Management
  - Communications Planning
  - Information Distribution
  - Performance Reporting
  - Administrative Closure



- Project integration Management
  - Risk Management Planning
  - Risk Identification
  - Quantitative Risk Analysis
  - Quantitative Risk Analysis
  - Risk Response Planning
  - Risk Monitoring and Control
- Project Procurement Management
  - Procurement Planning
  - Solicitation Planning
  - Solicitation
  - Source Selection
  - Contract Administration
  - Contract Closeout
- The Twelve Steps to Enhancement Project Completion



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

- **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

- **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

- **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

- **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

- **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

- **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

- **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

- **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

- **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.