



SCANDINAVIAN ACADEMY
Training and Development



Course: Effective Project Management

Code	City	hotel	Start	End	price	Hours
611	Vienna (Austria)	Hotel Meeting Room	2024-11-04	2024-11-08	5450 €	25

INTRODUCTION

This training session is for experienced project managers examines advanced project and program management techniques, building on the basics to help ensure success even for large and risky projects and programs. This program stresses project management processes as an integral part of organizational culture and what senior management must do to support it and make it successful within an organization. This course aligns with the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

Project scope management and stakeholder analysis work continues to improve across the project and program management discipline. Learn the newest tools and technologies for handling stakeholders, and building quality into your project.

Learn the newest concepts and techniques for project planning, estimating, and scheduling. Discover how queuing theory, the Theory of Constraints (Critical Chain Project Management), and other advanced concepts can help you develop solid, reliable, efficient and effective project plans.

Continue your development with advanced program risk and uncertainty analysis. Learn strategies for handling uncertainty, discover the network affects of project risks, and discover advanced methods for identifying and qualifying project and program risks.

WHO SHOULD ATTEND?



- Experienced project managers running medium-to-large scale and cross-functional projects
- Managers assigned to projects, and any other senior personnel who desire to learn a structured method for managing projects
- It will also benefit managers of functional support areas who wish to obtain a better understanding of the project management process and where and how they fit into the team
- Likewise middle and senior level managers wanting a better understanding of project management and how to better support the project management process

PROGRAMME OBJECTIVES

- Improve risk management throughout the project life cycle
- Track projects with solid metrics, not with speculation
- Better handling of difficult vendors
- Improved time and cost estimates for risky and challenging projects
- Reduce cost and schedule risks using advanced, proven techniques
- Accurately report progress even on complex and risky projects
- Improve stakeholder communication and involvement

TRAINING METHODOLOGY

How you will benefit:

- Understand and master the people skills needed for effective project management
- Develop skills to communicate horizontally across functional levels and vertically with senior levels of management
- Effectively define project objectives and assignments
- Effectively utilize scheduling methods and tools to support project control and analysis
- Develop and utilize risk management, contingency planning and change control



- Effectively prioritize objectives and assignments

And you will learn:

- Advanced tools for scheduling and control
- Planning for contingencies
- Aligning projects to the enterprise by defining project drivers and considerations
- Skills to enhance teamwork and managing conflict
- To select, develop and evaluate Project Managers
- Purchasing, supply chain management and contract administration
- Management of supplier relationships
- Optimization planning
- Strategies to survive in a resource constrained environment

PROGRAMME OUTLINE

DAY 1

- Introduction
 - Why do we do projects?
 - What is a project?
 - What is project management?
 - Project Delivery Systems / Life-cycle Models
- Initiating
- Project selection
 - Qualitative techniques
 - Quantitative techniques - Economic Evaluation
- Selecting the right project manager
- Project Objectives and Stakeholder assessment - who wants what?
- Identification of stakeholders
- Stakeholder analysis
- Management of stakeholders



DAY 2

- Planning
 - Task Characteristics and Duration Assessment
 - Planning and Scheduling Methods
 - Critical Path vs Critical Chain Scheduling
 - Resource Allocation Methods
 - Time-Cost Trade-off
 - Lead/Lag Scheduling
 - Critical Chain scheduling

DAY 3

- Proactive Project Risk Management
 - What do we mean by risk?
 - Risk vs. uncertainty
 - Attitudes towards risk
 - Risk identification, factors and sources
 - Risk analysis approaches
 - Qualification and quantification of probability and impact
 - Dealing with subjective elements of risk
 - Risk strategies

DAY 4

- Executing
 - Lean Construction Strategies
 - Staff Acquisition
 - Team Development and Motivation
 - Leadership vs Management
 - Management styles and Conflict Handling



DAY 5

- Monitoring and controlling
- Using Earned Value to report accomplishment
- Implementing Risk strategies
- Project Closing



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 buffet sessions for light meals during lectures.