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# Course: The Complete Course on Project Management

Code	City	hotel	Start	End	price	Hours
323	Prague (Czech Republic)	Hotel Meeting Room	2025-06-16	2025-06-20	5450 €	25

## The Course

Project Management has gone beyond being merely a personal skill set. It is now considered a vital organisational competency. So whether you are charged with increasing your organisation`s total project management capability or you are playing a role on a project, you will find this course offering a complete guidance for managing any type of project. The course is designed to help you master the science of project management and to provide you with a solid foundation for the art of project management and leadership.

## The Goals

The bottom line is project management is about applying specific principles to bring in projects on time, within budget, and to specifications. As a result, the key objective of this course is to master planning tools, management techniques, and people skills that will ensure project success.

## The Process

The course uses both conventional and non-traditional techniques, utilises hands-on case studies and group discussions and provides thorough coverage of concepts, techniques, and relevant case studies.



## **The Benefits**

- Better understanding of project selection decisions
- Improved ability of delegates to plan, schedule and control a project
- Mastering inter-personal skills needed to effectively manage project teams
- Improved ability to develop appropriate performance measures
- A wider choice of project planning techniques

## **The Results**

- Develop an understanding of project selection methods
- Gain practical tips, advice and insight from an experienced project manager
- Examine simple and advanced project planning techniques
- Improve understanding of incorporating risk in project planning
- Review best practice in project planning and control

## **The Core Competencies**

- Planning theory and application
- Risk analysis & management
- Cost estimating
- Budgeting
- Performance management
- Project progress reporting

## **The Programme Content**

### **Day One : The World of Project Management**

- Project lifecycle model
- Classic and modern project constraints and parameters



- The concept of project management maturity
- Selecting projects to meet organizational goals
- Aggregating projects into programmes and portfolios
- Establishing a project support office
- Considering and confronting uncertainty in project selection decisions
- Project data, information and knowledge management
- The art, science and practice of project management
- Case Studies and Group Exercises

## **Day Two : Project Planning, Scheduling and Budgeting**

- Project plan vs. Project planning
- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Introducing uncertainty in planning
- Fundamentals of budgeting & cost control
- Methods of budgeting
- Improving cost estimates
- Best practices of project planning, scheduling and budgeting
- Case Studies and Group Exercises

## **Day Three : Project Resourcing, Monitoring and Control**

- Resource allocation
- Expediting a project
- Allocating scarce resources to projects
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and feedback mechanisms



- Earned value management
- Designing the change-control system
- Proactive management and plan updating
- Case Studies and Group Exercises

#### **Day Four : The Project Manager's Roles and Responsibilities**

- Selection of the Project Manager
- Project Team-building and empowerment
- Team management challenges
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Multidisciplinary teams
- Conflict handling
- Best practices of people-based project management
- Case Studies and Group Exercises

#### **Day Five : Project Evaluation, Reporting, Closure and Hand-over**

- Evaluation criteria
- Project auditing
- Project review meetings
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture
- Best practices of project evaluation, reporting and closure



**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.