SCANDINAVIAN ACADEMY

Training and Development

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Course: Project Management Specialist

Code	City	hotel	Start	End	price	Hours
380	Rome (Italy)	Hotel Meeting Room	2024-08-26	2024-08-30	5450 €	25

Why Choose this Course?

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation`s overall project management capability.

This course will feature:

- An introduction to the world of project management
- Project planning, scheduling and budgeting
- Project resourcing, monitoring and control
- The Project Manager’s roles and responsibilities
- Project evaluation, reporting, closure and hand-over

What are the Goals?

By the end of this course, participants will be able to:

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

Who is this Course for?

This course is designed for professionals either directly or indirectly involved in the delivery of projects. It is also for those charged with a more strategic role managing project portfolios.

This course is suitable for a wide range of project management professionals but will greatly benefit:

- Existing Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- Managers of project portfolios

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts.

Hands-on exercises and case studies will provide the opportunity to practice the use of the models, techniques and competencies covered. Personal assessment, reflection and action planning will ensure that delegates know how they will put the learning into practice.

The Course Content

Day One

The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

Day Two

Project Planning, Scheduling and Budgeting

- 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
- Fundamentals of budgeting and cost control

Day Three

Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project

- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Day Four

The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Day Five

Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

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.