



Project Management



SCANDINAVIAN ACADEMY
Training and Development



Course: Project Management Essentials Defining and Managing Project Success

Code	City	hotel	Start	End	price	Hours
379	Geneva (Switzerland)	Hotel Meeting Room	2024-09-30	2024-10-04	5450 €	25

Why Choose this Course?

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

This course will feature:

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements
- Understand project management tools & procedures that can be implemented to improve or establish formal project management methodologies

What are the Goals?

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

- Understand the fundamentals of project management - the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Those who are actually or potentially involved in projects
- Business professionals who currently work on projects or are occasionally assigned to work as project team



members in any business work areas.

- Those who directly contribute to projects. It is ideal for candidates who are intending to start managing projects soon, need to learn project management skills quickly, or need to know how to effectively select and manage projects.

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. The course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Students will complete several elements of project work through assigned roles. Several work products will be created including a Scope statement, WBS, Risk Register, activity list, network diagram and earned value report. There will be open discussion and real world examples with the emphasis on learning by doing.

The Course Content

Day One

Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: - How to do it
- Managing the project selection process
- Writing SMART objectives and business cases
- Practical Exercise: Creating SMART objectives
- Project Exercise: Project Selection exercises

Day Two

Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures
- Practical Exercise: Writing the Project Charter
- Practical Exercise: Gathering Requirements
- Practical Exercise: Creating the Work Breakdown Structure
- Practical Exercise: Writing the Scope Statement



Day Three

Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources
- Practical Exercise: Network diagramming practice
- Practical Exercise: Create, sequence activities and determine duration estimations
- Practical Exercise: Complete analogous, parametric and three-point estimating

Day Four

Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints
- Practical Exercise: Create quality project metrics
- Practical Exercise: Conduct a project meeting
- Practical Exercise: Risk Management project exercise

Day Five

Working, controlling and closing the project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what



The Scandinavian Academy 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.