



## Project Management



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Improving Your Project Management Skills

Code	City	hotel	Start	End	price	Hours
711	Barcelona (Spain)	Hotel Meeting Room	2024-05-06	2024-05-10	5450 €	25

## Course Description

This 5-days course covers all the aspects necessary to help the participants deliver smart project management solutions with higher quality, greater value and better accountability. Based-on real-world examples it covers everything, from defining scope and gathering requirements, to planning and budgeting, to utilizing scheduling and control tools.

## Course Goal:

To enhance the participant's knowledge, skills, and abilities necessary to improve his project management skills

## Course Objectives:

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

- Set practical and attainable goals for his project.
- Set realistic schedules that he can meet
- Develop and implement a project plan
- Save time and resources
- Cope with budget and time constraints
- Delegate in a fair and practical way within the project team

## Course Outline:

### **Foundations for Success: The Core Concepts**

- Concepts and Terminology
- The Need for Project Management
- Functions of Management
- Life-Cycle Processes
- Knowledge Area

### **Project Teams Leadership**

- The Functions of Leadership
- Communication, Motivation, and Solving Problems
- Work Supervising



- Behavior and Rewards

### **Project Scope and Requirements**

- Project Documentation
- Critical Success Factors and Critical Success Measures
- In-Scope and Out-of-Scope Conditions
- Right Tools and Processes to Define Project Scope

### **Project Work Plan**

- The Project Work: Definition and Documentation
- Project Templates
- Appropriate Levels of Work for Groups
- Skills Needed to Achieve the Work

### **Task Dependencies and Network Logic Diagrams**

- Logical Dependencies
- Logic Network
- The Critical Path

### **Work Estimation**

- Duration for Project Tasks
- Labor Content for Project Tasks
- Price Out the WBS
- Estimate Network

### **Integrated Project Plan**

- IPP: Creation, Documentation and approval
- The Plan Communication to Others

### **Projects Monitoring and Control**

- The Status of All Plan Parameters
- Current and Future Variances
- Reporting
- Corrective Action

### **Project Closure: Documenting Lessons Learned**

- Close Out a Project



- Final Report for the Project
- "Lessons Learned" - Prevention, Detection, and Recovery

### **Who Can Benefit?**

R&D professionals, engineers (across all specialties), scientists and principal investigators, project engineers, facility engineers, plant managers and anyone else who administers technical projects. Individuals from non-technical fields who are new to project management, as well as those looking for formal project management training



**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.