



Project Management



SCANDINAVIAN ACADEMY
Training and Development



Course: Improving Your Project Management Skills

Code	City	hotel	Start	End	price	Hours
711	Zurich (Switzerland)	Hotel Meeting Room	2024-06-10	2024-06-14	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.