Project Management

SCANDINAVIAN ACADEMY
Training and Development

Course: Project Management From Idea to Implementation & Beyond

Code	City	hotel	Start	End	price	Hours
714	Cyprus (Larnaka)	Hotel Meeting Room	2024-07-15	2024-07-19	5450 €	25

Course Description:

Project Management Process consists of seven stages: goal setting, project planning, project organizing, project scheduling, resource allocation, project control, and project termination. In this five-day training course the participant will learn how to manage his project in order to successfully implement it, within the budget and on schedule.

Course Goal:

To enhance the participant's knowledge, skills, and abilities necessary to successfully implement any project

Course Objectives:

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

- Understand the key principles for project management success
- Determine the main benefits of project management
- Use the tools of project management
- Determine the concepts and terms of project management
- Start and complete a project: A step by step:
    - Project Planning, Scheduling and Budgeting (determine how to do the project)
    - Develop (do one right)
    - Project Implementation and Controlling (do all when right)
    - Project Close Out (Terminating) and Evaluation

Course Outline:

What Is a Project?

- Definition and characteristics of a project and how it differs from other forms of endeavor;
- The 3 dimensions of project objectives;
- The "Key Drivers" of a project;

- The "4 Project Management Steps";
- Top-down defined versus bottom-up planning philosophy;
- Finding the right combination of factors;
- The typical parameters used to measure a project are not the right parameters to manage it

The Skills of a Project Manager

- Interpersonal Skills (leadership, team building, etc.)
- Mechanical Skills (planning, estimating, resource acquisition, etc.)

Project Planning, Scheduling and Budgeting (determine how to do the project)

- Why plan?
- Putting together a project plan
- The requirements definition
- Writing the project goal
- Important elements of the goal
- Tasks and subtasks
- Rules for brainstorming
- Work breakdown structure (WBS)
- Using a WBS for cost mapping
- Time allocations
- Costs estimations
- Resource requirements
- Obtaining resources for your project
- Assigning resources to your project
- Motivating resources for project success
- Project Risk assessment
- Sensitivity(the "What If") analysis
- The 80/20 rule

Develop (do one right)

- Training (as needed)
- Prototype
- Test (Unit, Integration, User)
- Pilot

Project Implementation and Controlling (do all when right)

- Crash Path Analysis
- Resource loading and leveling
- Project status reporting

- Project Baseline Management
- Configuration Management
- Managing change
- Trade off analysis
- Project Cost control
- Types of budget
- Project Spend Plan
- Earned value management system

Project Close Out (Terminating) and Evaluation

- Timing of project termination
- Project post mortem questions
- Phase out plan
- Lessons learned report

Post-project

- Objectives met?
- Budget sign-off
- Customer appraisal
- Project review document
- Team reassigned
- Transfer of responsibilities

Who Can Benefit?

Those who are 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.