



Project Management



SCANDINAVIAN ACADEMY
Training and Development



Course: Technical Project Management

Code	City	hotel	Start	End	price	Hours
719	Zurich (Switzerland)	Hotel Meeting Room	2024-07-29	2024-08-02	5450 €	25

Course Description

This 5-days course covers knowledge and practice in managing technical projects related to R&D, construction, capacity expansion, instrumentation and control, plant outages and more.

Course Goal

To enhance the participant's knowledge, skills, and abilities necessary to improve his skills to manage technical projects

Course Objectives

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

- Identify potential problems and avoid them using troubleshooting techniques
- Track projects more effectively
- Create status reports that show top management where budgeting, scheduling and manpower trends are headed
- Cope with tight schedules

Course Outline

- Benefits of Project Management
- Time, Cost and Scope
 - Time-cost-scope tradeoffs and negotiations
 - Gathering and documenting requirements
 - Differentiating among product, process and project requirements
- Project Leadership
 - The Functions of Leadership
 - Communication, Motivation, and Solving Problems
 - Work Supervising
- Project Work Plan
 - The Project Work: Definition and Documentation
 - Project Templates



- Appropriate Levels of Work for Groups
 - Skills Needed to Achieve the Work
- Network Logic/Dependency Analysis
 - Network diagrams
 - Key dependency relationships
 - Dealing with overlapping tasks
- Work Estimation
 - Duration for Project Tasks
 - Labor Content for Project Tasks
 - Price Out the WBS
 - Estimate Network
- Milestone Plan
 - The spreadsheet metaphor
 - Project plans: asset and resource utilization, cost or budget, milestones
 - Project management software examples
- Projects Monitoring and Control
 - The change control process
 - Reporting project status and formats
 - 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.