



## Project Management



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Technical Project Management

Code	City	hotel	Start	End	price	Hours
719	Geneva (Switzerland)	Hotel Meeting Room	2024-07-22	2024-07-26	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.