

Project Management for managers



Purpose of the training

The training is intended for the people who make decisions about starting the **project**, who take part in planning and executing the project, especially for the people specifying **business goals** and monitoring the project, as well as the ones who make use of its results.



Benefits of completing the training

The training participants will gain theoretical and **practical knowledge** necessary for **successful management** in organisations leading project actions, specifying a need for starting the project, **Project Manager**, a team and a methodology, monitoring the process.



Expected Listener Preparation

Knowledge of issues related to managing and monitoring projects.

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Training Language

- **Training:** English
- **Materials:** English



Duration

2 days / 14 hours

Training agenda

1. Introduction to Project Management
 - What is the project, basic definitions
 - **Project and process**
 - The place of projects in company/organisation management
2. Project methodologies
 - Benefits from using the methodology
 - PMI, **PRINCE2®**, **AgilePM®** - basic assumptions, comparison
 - Adjusting methodology to the specifics of the organisation and the project
3. Project organisation
 - Analysing stakeholders and strategy of behaviour,
 - Project's organisational structure and roles,
 - Decision-making levels and **management levels**,
 - A selection of best candidates for particular roles
4. Preparing and initiating the project
 - Formulating the goal
 - **Business Case**
 - Project Chart/document initiating the project
5. Planning the project
 - Planning according to products
 - Planning according to actions
 - Schedules
 - Planning the costs
6. Navigation elements
 - **Strategic role** of the stages,
 - Managing through tolerances/buffers
7. Communication in the project
 - Communication plan
 - Communication methods/techniques

8. Change Management in the project
 - **Change Management** and configuration management
 - A concept of project issues
9. **Risk Management** in the project
 - Risk analysis (a concept of risk and types of analysis)
 - Reactions to risk
10. Execution and work progress reporting
 - Selected work controlling techniques
11. Accounting for and closing the project
 - Criteria of success