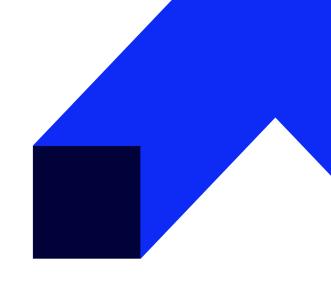


training code: ZP-WPZPen / ENG DL 2d / EN

Project Management – foundation level





Purpose of the training

The training is intended for the people interested in **Project Management** issues including members of corporate management boards, members of project steering committees, future Project Managers.



Benefits of completing the training

Project Management - foundation level

- Providing the participants a knowledge of specific areas, based on most common Project
 Management methodologies, necessary for successful Project Management. The discussed areas are as follows: planning, tracking progress, navigation, Risk Management, Quality Management and Change Management including Agile approach.
- Linking the knowledge provided with the projects executed by the Client.
- Formulating a common project language



Expected Listener Preparation

The training is general in nature and no knowledge of Project Management issues is required. Comments: the training applies selected **PRINCE2**® and **PMBoK**® Guide, **AgilePM**®, **SCRUM** elements.



Training Language

Training: EnglishMaterials: English





Duration

2 days / 16 hours

Training agenda

- 1. Introduction:
- What is the project and Project Management and what it is not?
- What is the difference between product, project, agenda and portfolio?
- What distinguishes project from other management methods?
- Does project triangle cover all Project Management aspects?
- Project Management best practices: factors of success and failure in projects
- Project in terms of methods and standards
- Exercise: reasons for project failure/success
- How does Agile project differ from the predictable one?
- 2. Project's life-cycle:
- Layers, processes, techniques and Project Management tools
- Preparation, starting, execution, monitoring and control, as well as closing the project
- How to gain more control over the project? Stages of the project, tolerances, reports, records
- Reference to the specifics of the projects executed by participants
- 3. Preparing the project:
- Goal, result, benefits. How to define project goals properly
- Exercise: defining project goals
- How to make sure that the Client gets what he or she wants? Quality assurance
- Exercise: defining the project product
- Quality in the project. How and what to measure it for?
- How to assess whether the project is profitable, necessary and feasible? Defining project's business case
- Exercise: defining project's business case
- Who should participate in the project and as who? Defining project's organisational structure
- Which structure is best for different projects?
- The elements of project team management
- Who is in favour and who is against, who is going to benefit and who is going to lose due to the project? Defining project stakeholders
- Exercise: defining the structure of the project
- 4. From the product to the task, planning the project:
- Where to start from? Setting the rules of Project Management rules within the areas of: quality, change, risk,



communication, supplies

- Planning based on products and Work Breakdown Structure
- How to make sure that we haven't forgotten about something?
- Products, tasks and what's next? Scheduling and estimation
- What should be done with excessive allocation? Balancing
- Haven't we forgotten about the risk?
- What tools should be used for planning?
- Planning products and actions
- 5. Plan, schedule, budget the effect of a good planning
- 6. Summary of the project plan and the rest of the information necessary to execute the project

7. Risk Management:

- What is the risk?
- What is the accepted level of risk in the project?
- Creative methods of risk identification brainstorm, cause and effect diagrams
- Evaluating the risk and planning a reaction to risk
- Reaction to risk making rational decisions in the situation of uncertainty practical methods
- Planning the risk
- 8. Communication and quality:
- How to manage the information?
- Who, what and when?
- Quality developing and confirming
- Who is going to be responsible for all this?

9. Change Management:

- The danger of chaos in requirements
- Does the change have to be a problem?
- How to organise a good process of controlling changes?
- Exercise: managing project issues
- 10. Plan execution, progress, coordination
 - How do I know where I belong in the project?
 - What kind of reporting system should be introduced?
 - What actions should be undertaken in case of the danger of exceeding the tolerance?
- 11. When and how to close the project?
- 12. Experience from the project execution. How to gain it and spread it around?