

kod szkolenia: ZP-ZPMen / ENG DL 2d

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 knowlege** 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: EnglishMaterials: English





Czas trwania

2 dni / 14 godzin

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
 - **o** 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