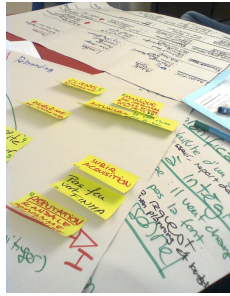




## Project Management Fundamentals Tools and Techniques from the PMI® PMBOK® and IPMA® ICB



Project-based management is today's way to implement company strategies.

Project management is more than drafting plans and updating fancy tables in some software. Project management is a cross-functional discipline, and real-world projects need to be managed in the context of the organization. This requires specific knowledge and appropriate skills – in particular *soft* skills.

This 2- or 3-day course provides the **fundamentals of real-world project management** in a **highly interactive** manner. It is aimed at everyone who needs to understand how projects work: Project managers, project team members and future project leaders – and all collaborators from R&D, IT, purchasing, logistics, marketing that contribute to projects in any way.

<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Obtain a systematic and common understanding of today's Project Management methodology, based on an approved, international standard.</li> <li>• Become familiar with the typical project phases, from the initial idea through thorough planning and pragmatic execution until formal closure.</li> <li>• Understand that a project is not just about time and money but about customer satisfaction, about quality and about communication.</li> <li>• Learn pragmatic tools and techniques that you can apply immediately.</li> </ul>
<b>Contents</b>	<ul style="list-style-type: none"> <li>• The key phases and processes of a project</li> <li>• What you need to know (and to do!) before you launch a project</li> <li>• The “golden triangle” of project management and its implications</li> <li>• Stakeholder management: handling conflicts and change requests</li> <li>• How to set up efficient risk management and avoid common pitfalls</li> <li>• The 3 main reasons for project failure ... and what you can do against them</li> </ul> <p>The course includes a real-life Simulation – a hands-on, real-world simulation of a complete project within a limited time (in the classroom, <i>not</i> on the computer). It demonstrates the immediate influence of your decisions in a project.</p>
<b>e-learning</b>	<p>Optional: <b>e-learning</b> to become comfortable with the “typical” project management vocabulary before attending the classroom session. This training is available in EN, FR, DE and several other languages and is accessible 24/24, 7/7. We recommend this in particular if the participants of a given course have largely varying experience.</p>
<b>Standard Compliance</b>	<p>This course is fully compatible with the international standard PMI® <i>Project Management Body of Knowledge</i> (PMBOK®) and with the IPMA® <i>International Competence Baseline</i> (ICB).</p>
<b>Credentials</b>	<p>Upon completion, participants receive a seminar certificate. PMP®-certified participants can claim 14 or 21 PDU (for 2 or 3 days, respectively).</p>
<b>Language</b>	<p>Documentation (approx. 150 pages A4) and facilitation is available in English, German and French. We can also provide mixed-language training, e.g. documentation in EN and facilitation in DE or FR.</p>
<b>Trainer</b>	<p>Dr. rer. nat. Jörg Hau, PMP</p>
<b>Logistics</b>	<p>The training consists of a 2- or 3-day <b>interactive classroom course</b>. We can run this course as in-house training at your site or in a seminar hotel of your choice. Min. 4, max. 12 participants. 2 or 3 days, 1 trainer.</p>

