

## Project Management Fundamentals Tools and Techniques for Successful Projects



Project management is a cross-functional discipline, and real-world projects need to be managed in the actual context of the organization and its environment. This requires not only technical knowledge but also appropriate *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>• Understand that successful project management is a matter of <i>company culture</i>: it requires common understanding, common rules, common tools and the willingness to work, share and grow together as a team.</li> <li>• Become familiar with the structure and phases of a project, from preparation through 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 product quality and about communication.</li> <li>• Learn pragmatic tools, techniques and soft skills that you can apply immediately.</li> </ul>
<b>Contents (extract)</b>	<ul style="list-style-type: none"> <li>• The connection between strategy, business case, project and tasks</li> <li>• Key success factors for successful project and task management: things you need to know (and to do!) before planning a project or task</li> <li>• Why most of the planning (and of the work!) is <b>not</b> done by the project manager</li> <li>• The key phases and processes of projects and sub-projects</li> <li>• How to test if an objective is truly SMART</li> <li>• The importance of proper stakeholder management. What makes “good” communication, both in the team and towards external parties?</li> <li>• How to set up efficient risk management and avoid common pitfalls</li> <li>• How to handle change requests, both technically and verbally</li> <li>• Composing and building the team</li> <li>• How (and when!) to close a project</li> </ul>
<b>e-learning</b>	Optional: <b>e-learning</b> to become comfortable with the “typical” project management vocabulary before attending the classroom session. Available in EN, FR, DE, 24/24, 7/7. We recommend this training if the participants have largely varying experience.
<b>Standard Compliance</b>	This course is fully compatible with the PMI® <i>Project Management Body of Knowledge</i> (PMBOK®) and with the IPMA® <i>International Competence Baseline</i> (ICB).
<b>Credentials</b>	Upon completion, participants receive a seminar certificate. PMP®-certified participants can claim 7 PDU per day.
<b>Language</b>	Documentation (approx. 80 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.
<b>Trainer</b>	Dr. rer. nat. Jörg Hau, PMP
<b>Logistics</b>	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.

