

Project Management Essentials (in English)

This project management fundamentals course covers the basic methodologies and processes based on international standards and best practices

Nutzen

Project management is an exciting field. Project managers help achieve success in organizations, implement new technologies, change the business landscape, and have influence over all areas of a business. Project managers also fulfill an executive role within their organisations, and lead their teams to reach strategic goals.

In this course you will become familiar with the basics of project management, learning the methodologies and processes used to run a project from start to finish. You will get the big picture of project management and the project management life cycle. You will gain insights and an understanding of what project management is, what your roles and responsibilities as a project manager are, and how you can move forward in your career as a project manager.

Zielgruppe

Project team members and future project managers, key stakeholders who should learn processes and terms. Or anyone, who is interested in learning the proven standards of project management in order to make a difference within their organisations.

Veranstaltungsinhalt im Überblick

This interactive training allows you to run a sample project through the entire project lifecycle, giving you hands-on experience along with theoretical knowledge. It follows the five-phases of the project management process:

- Project Initiating: Starting the project off on the right foot.
- Project Planning: Proper planning is essential to project success
- Project Executing: Performing the work as it has been planned
- Project Monitoring & Controlling: Ensuring the goals are being reached
- Project Closing: Ending a project properly and ensuring continued success

Veranstalter

IHK Akademie für München und Oberbayern gGmbH

Termin

Dauer

2 Tage

Veranstaltungskurzzeichen

F-86-001

Preis

1.250,00 €

Veranstaltungsinhalt im Detail

- **Project Management Methodology Overview**
Key definitions and overview, Project Management standards
- **Project Initiating**
Develop a project charter, Project Kick-off meeting
- **Project Scope Planning**
Scope definition, develop a scope statement, create a work breakdown structure and define work packages
- **Project Time Planning**
Network diagramming, critical path, activity duration estimating, schedule development (Gantt chart)
- **Project Cost Planning**
Cost estimating and cost budgeting, creating a cost baseline
- **Human Resource Management**
Organisation structures and influences, roles & responsibilities, responsibility assignment matrix
- **Risk & Opportunity Management**
Definitions / roles & responsibilities, creating the risk and opportunity register, overview risk & opportunity assessment, response planning, monitoring & reporting
- **Project Communications Planning**
Stakeholder analysis, creating a communications plan, project documentation management.
- **Project Executing, Monitoring & Controlling**
Processes and tools, monitoring & controlling in practice and change management
- **Project Closing and Lessons Learnt**
How to close out a project or phase

Methoden

A mix of impulse lectures and short presentations. Interactive development of tools and techniques. Discussions regarding concepts, based on participants' own experience. Group exercises in small groups to perform the step-by-step approach of managing the sample project from start to finish.

Gesamtsumme

1.250,00 €

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Kontakt

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