


# Project Management in Practice

Accelerate your skills and apply them immediately!  
2-Day Workshop | Live Online 

# Intensive, Practical, Interactive

Starting from scratch, the workshop aims at giving the participants the knowledge, the skills and the tools that can be applied in a practical context at work immediately after the course on their own projects.

During the course, participants will start applying knowledge and tools with reference to their own projects that they are involved in at their organisation.

## Course Objectives

Preparing the Participants to plan and supervise project realisation on their own

Establishing a common language and tools deployed for planning and supervising project realisation

Reviewing practical experiences in different planning techniques, managing risk in a project, planning and monitoring project costs

Evaluating the advantages and the disadvantages of the specific tools and learning to use the ones that are the most suitable for a specific project

## Who is this course for?

Everyone who is interested in project management in practice, especially:

- ▶ Those wishing to refresh but also enhance their knowledge and skills in project management,
- ▶ Those who are about to begin a new project or join a new team and therefore require such skills.

## Training Methodology

This is a very practical and interactive course with the constant support of the trainer. Real projects that are submitted by the participants form the basis of the workshop. Two or three projects are selected and activities are allocated to groups of three to five participants. This makes up more than 60% of the course.

The theory is drawn from the case studies allowing participants to actually apply PM skills.

## Benefits

After completing the workshop, the participant will be able to:

- ⇒ Add value to their own project, even at a beginner's level.
- ⇒ Determine when one should use the design approach.
- ⇒ Assess which project management tools should be used in a given context.
- ⇒ Use various tools for planning and supervising the project.
- ⇒ Compose an isolated plan and order the execution of a small project.

## As a result:

- There is improved communication between team members.
- People assigned to the tasks, roles and responsibilities in the project know exactly what to do and what others are doing.
- Teamwork and motivation are improved.
- Stress is reduced when planning the project.

# Programme Details



## Introduction

- What is a project and what makes it different from the other types of work?
- Why can a project plan be only “good enough”, but never “perfect” and what are the consequences?
- What are the phases of project planning? Which of them is the most difficult and which one is the most important?



## Defining the project

- Why is project definition the most difficult stage of project planning?
- What are the project goals? What kinds of goals should be considered? Why is the discussion about defining targets one of the most difficult discussions whilst planning a project?
- What are project deliverables and how do they differ from project goals? What is their significance?
- How to set priorities in a project? Why is it necessary to set them before commencing the detailed planning of a project?
- Why mustn't the work breakdown structure (WBS) be first prepared with a computer?
- Why, when working on the WBS, is the process more important than the result?
- What is a project network diagram and what is it created for?
- How to verify the accuracy of the project network?
- What does the project planning stage comprise of? What are the benefits?
- What does the model structure of project management look like? What roles does it include?



## Estimating resources

- What are the methods of estimating resources and when should they be applied?
- How to define who is needed for realisation and managing work in a project?
- How to calculate the project's budget so that it is useful for the project sponsor?

# Programme Details



## Preparing a schedule

- What is a schedule and what is it used for?
- What does the standard approach to preparing a schedule consist in and why doesn't it work in practice?
- How to enhance the critical path method to ensure it supports rather than hinders everyday project management?



## Control of project realisation

- What methods of monitoring progress of work in the project can be applied and what negative consequences will it entail? What does practical experience show?
- Why does every experienced project manager intuitively adapt a number of good practice behaviours, which, at first, may appear to be inconsistent with the art of project management?
- What rules and code of conduct does a project manager have to establish and implement to make sure that they do control the progress of work?
- What "early warning system" should be implemented in projects, to ensure practical risk management?

# Further development



In order to expand and further widen the knowledge already gained, we recommend the below course that will qualify you as a world Project Manager:



## PMP® Certification Preparatory Course

- an intensive five-day training course that prepares you for the international PMP® examination according to the current edition of the PMBOK® Guide. Aimed at managers who already have a working knowledge and experience in project management.

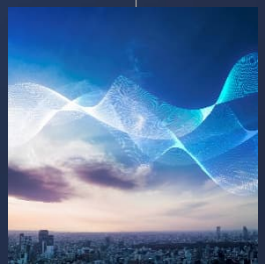
<https://www.academyofbusiness.pl/en/trainings/pmp-certification/>



## PMI-ACP® Certification Preparatory Course

This is one of the most valuable certificates one could acquire as a project manager. It's intended for professionals aiming to show their competence and experience with the agile mindset.

<https://www.academyofbusiness.pl/en/trainings/pmi-acp-certification-preparatory-course-2/>



## The Scrum Master Accountability

A course with a wide-ranging set of topics touching on the philosophy and the market drivers of the change towards more adaptive organizations, discussing the organizational prerequisites of introducing agile, with a complete overview of Scrum and Kanban to give participants the ability to support an Agile transformation journey right away.

<https://www.academyofbusiness.pl/en/trainings/the-scrum-master-accountability/>



# Contact

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## Additional information

Our courses fulfill the requirements of the professional development schemes of international professional bodies such as: ACCA and IIA, PMI.

Please ask us about organizing "in-company" training to suit your needs!

Should you require more detailed information please do not hesitate to call us at :



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## Application

If you wish to take part in this training course please visit our website, and sign up:

<https://www.academyofbusiness.pl/en/trainings/project-management-in-practice-a-2-day-course/> 