



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.

Objectives	<ul style="list-style-type: none"> • Obtain a systematic and common understanding of today's Project Management methodology – based on an approved, international standard. • 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. • Become familiar with the structure and phases of a project, from preparation through planning and pragmatic execution until formal closure. • Understand that a project is not just about time and money but about customer satisfaction, about product quality and about communication. • Learn pragmatic tools, techniques and soft skills that you can apply immediately.
Contents (extract)	<ul style="list-style-type: none"> • The connection between strategy, business case, project and tasks. • Key success factors for successful project and task management: things you need to know (and to do!) before planning a project or task. • Why most of the planning (and of the work) is not done by the project manager. • The key phases and processes of projects and sub-projects. • How to test if an objective is truly SMART. • The importance of proper stakeholder management. What makes “good” communication, both in the team and towards external parties? • How to set up efficient risk management and avoid common pitfalls. • How to handle change requests, both technically and verbally. • Composing and building the team. • How (and when!) to close a project.
Standard Compliance	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).
Credentials	Upon completion, participants receive a seminar certificate. PMP®-certified participants can claim 7 PDU per day.
Language	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.
Trainer	Dr. rer. nat. Jörg Hau, PMP
Logistics	The training consists of a 2- or 3-day interactive classroom course . 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.

