

Project Management Basics for IPMA Level D («PMEM»)

You want to get into project management and learn it from the scratch? Then this course is for you: You will learn how to initiate, plan, execute, monitor, and close projects. In short, you will acquire the key project management skills.

Duration: 3 days

Price: 2'200.–

Course documents: Digicomp courseware (digital) & reference book

Content

- Definition of project / project management
- Project management procedure models
- Project portfolio management
- Initiation of projects
 - Project assignment
 - Goal formulation
 - Systems thinking
- Planning of projects
 - Work breakdown structure
 - Project schedule
 - Resources
 - Costs
- Executing and monitoring projects
 - Leadership in project management
 - Project controlling
 - Key figures in project management
 - Conflict management in projects
- Completion of projects
 - Final report
 - Lessons Learned
- Tool support in project management

Key Learnings

- Knowledge of the essential content of project management in an overall context
- Independently applying basic methods and techniques
- Understanding the importance of personal communication and leadership in the project
- Understanding how to deal with project conflicts and crises
- Defining and developing requirements and objectives
- Defining and structuring scope and deliverables
- Creating a process and schedule plan
- Defining and building a project reporting system
- Defining and applying a quality management plan
- Defining and securing project costs and funding
- Understanding resource management
- Defining and developing project risk management
- Identifying and managing project stakeholders

This project management training is highly interactive and action-oriented. Building on short impulse phases by the trainer, numerous exercises are carried out and discussed in order to consolidate what has been learned. The content is aligned with the ICB4 and the key competencies of a project manager, so that you can prepare for the IPMA exam, but also get the tools for successful project management.

Your trainers are experienced project managers: practical orientation is a top priority in this training course.

You will receive the reference book by post before the training. Please familiarize yourself with the book in advance and complete the preparation task on our learning platform (Digicomp App). You will receive the login approx. 10 days before the start of the training. Please allow approx. 4 hours for preparation.

In addition, you will receive 120 practice questions to review and consolidate what you have learned. Especially interesting for all those who are also aiming for the IPMA Level D certification.

Target audience

This course is aimed at project management beginners, project managers, project staff and PMOs.

Certification

If you are interested in certification, then book the course package «[Project Management IPMA Level D \(IPMAD\)](#)» consisting of the three-day course (see above), a one-day exam preparation and the IPMA Level D exam.

The online exam takes place from any location.

Preparations before the exam day

You can find more detailed information on the online exam procedure in the guide 'Online exams IPMA Level B, C and D': <https://www.vzpm.ch/en/downloads>. We ask you to read this document before the exam.

Before the exam day, you must download and install Zoom: <https://zoom.us/download>. You will need administrator rights on your computer.

Starting the exam session

The exam session will open one hour before the start in our certification portal. You should log in in good time so that you are ready for the identity check at least 20 minutes before the start of the exam. You will be guided through the necessary steps in the certification portal.

Resources

You may use locally stored documents, books and other written materials. Apart from e-readers, no other devices are permitted.

Passing the exam

You have passed the exam if you have achieved at least 60% of the possible total number of points and have answered at least one question correctly for at least 23 of the 28 competencies. An open question is considered to have been answered correctly if at least 50% of the possible points for this question are achieved.

Further courses

- [HERMES 2022 Foundation \(«HER22F»\)](#)
- [IPMA \(agile\) Level C & B: Exam coaching \(«IPMACB»\)](#)

Any questions?



We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-service-project-management/ipma/course-project-management-basics-for-ipma-level-d