

Project Management in Practice («PMEMFP»)

Get off to an optimal start in your daily project work. Hands-on project management training: The ABCs of Project Management: Initiating, planning, executing, monitoring, closing projects, as well as deepening key skills through use cases.

Duration: 4 days

Price: 3'400.–

Course documents: Digicomp courseware (digital) and reference book

Content

Day 1-3

- Project Definition / Project Management
- Project Management Approach Models
- Project Portfolio Management
- Project Initiation
 - Project Assignment
 - Goal Formulation
 - Systems Thinking
- Project Planning
 - Work Breakdown Structure
 - Schedule
 - Resources
 - Costs
- Project execution and monitoring
 - Project Management Leadership
 - Project Controlling
 - Project Management Metrics
 - Conflict Management in Projects
- Closing projects
 - Final Report
 - Lessons learned
- Project Management Tools

Day 4

- Project Mission and Goals
 - Project Assignment
 - Systems Thinking
 - Restrictions and Conditions
 - Formulating Objectives
 - Prioritization, Goals
 - Project Assignment Organization
- Stakeholders
 - Stakeholder Analysis
 - Stakeholder Portfolio
- Process and Schedule Planning
 - Gantt Chart
 - Milestone Planning
 - Resource Planning
 - Software Support
- Project Reporting

- Project Status Report
- Documentation System

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 process and schedule plans
- 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
- Deepening the essential key skills of project management
- Preparing for daily project management

Methodology & didactics

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 very important in this training.

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

You will also receive 120 practice questions to review and reinforce what you have learned. This is particularly interesting for those who are also aiming for IPMA Level D certification.

On the practical day, you will apply and discuss what you have learned using practical use cases. Supporting impulses from the trainer as well as additional tips and tricks will help you with the implementation and promote the learning success. Please bring your course materials and the book from the Fundamentals course.

Target audience

This course is aimed at all those who want to prepare themselves for the role of project manager, project staff, PMO and want to gain their first practical experience in the training field.

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-package-project-management-in-practice